

January 4, 2001 Revision*

Quincy Housing Authority

PHA Plans

(Electronic File “MA020v02”)

5 Year Plan for Fiscal Years 2001 - 2005
Annual Plan for Fiscal Year 2001

*** This revised submission to HUD includes the entire plan and attachments. It includes a description of all attachments in the Table of Contents; however, there are no other substantive changes.**

PHA Plan Agency Identification

PHA Name: Quincy Housing Authority

PHA Number: MA-20

PHA Fiscal Year Beginning: 07/2001

Public Access to Information

Information regarding any activities outlined in this plan can be obtained by contacting: (select all that apply)

- ☒ Main administrative office of the PHA
- ☐ PHA development management offices
- ☐ PHA local offices

Display Locations for PHA Plans and Supporting Documents

The PHA Plans (including attachments) are available for public inspection at: (select all that apply)

- ☒ Main administrative office of the PHA
- ☐ PHA development management offices
- ☐ PHA local offices
- ☐ Main administrative office of the local government
- ☐ Main administrative office of the County government
- ☐ Main administrative office of the State government
- ☐ Public library
- ☐ PHA website
- ☐ Other (list below)

PHA Plan Supporting Documents are available for inspection at: (select all that apply)

- ☒ Main business office of the PHA
- ☐ PHA development management offices
- ☐ Other (list below)

5-YEAR PLAN PHA FISCAL YEARS 2001 - 2005 [24 CFR Part 903.5]

A. Mission

It is the mission of the Quincy Housing Authority to promote, develop and maintain affordable rental and home-ownership housing opportunities that are well designed, consistent with market standards, cost effective to manage, and encourage freedom of choice. By providing an environment of choice, strengthened by essential support services, the Authority seeks to assist eligible households and individual of low and moderate income in achieving household stability and economic self-sufficiency.

B. Goals

1. *Continue to strive to meet local housing needs, through community partnerships:*

- A. It is a goal of the Quincy Housing Authority to continue to evaluate the housing needs of its community on a periodic basis through its continued involvement with community leaders and planners. The Housing Authority will seek funding available through State, Federal and private sources, which would provide rental assistance **for additional affordable rental housing** or affordable homeownership opportunities. The Authority will review and consider any and all housing initiatives, endeavors or partnerships presented by other public and private entities as they are presented, to determine if they are appropriate and consistent with the City of Quincy's and Authority's current goals and objectives.
- B. Through community partnerships, the Quincy Housing Authority will seek to more equally distribute households of low income into the different areas of the City an a manner that incorporate the differing levels of household economic status into the fabric of the community.
- C. The Authority will take steps to strengthen the continuum of housing choices within the City of Quincy that take households from marginal or no housing opportunity through affordable rental opportunity to first time home-ownership.

2. *Develop site specific asset management strategies while balancing the needs of individuals of low income on a portfolio-wide basis*

- A. Develop site specific assessments of capital needs and redevelopment options for each property in the Authority's portfolio and update on a periodic basis. These plans will consider basic modernization needs, design obsolescence, neighborhood housing trends and changing City demographics especially in the target areas defined in the City's Consolidated Plan. The plan will also consider impact on Authority operations the may result as an outgrowth of plan implementation.

- B. **Develop and implement a strategy for the Germantown Neighborhood that lays the groundwork for the long term viability and stability of the neighborhood using federal, state, and any other resources that promote the level of community renewal and redesign require to address long term issues and needs in the neighborhood.**
 - C. Actively monitor the availability of funding sources for redevelopment of housing including LIHTC and any evolving creative financing mechanisms that the Authority could utilize to implement its redevelopment strategies.
 - D. Engage residents and resident organizations in general discussion and education every step along the way to development of a specific strategy for their property. Establish a resident liaison function within the Authority to work with QHA residents and their neighbors on issues that affect the quality of life within the QHA developments.
3. **Deconcentrate Poverty by expanding housing options for low-income individuals in conjunction with additional housing for moderate-income households**
- A. Opportunities will arise for the Authority to participate in neighborhood renewal. Through such opportunities the Authority will seek to geographically disperse low-income housing along side housing for households able to pay moderate and market rents. This will be done in such a manner as to essentially provide equivalent housing product for a household regardless of income tier.
 - B. Work with the City to identify opportunities to acquire condominium units in existing and new development from current owners or developers.
4. **Maintain the highest payment standards allowed and encourage more landlords in Quincy to participate in the Section 8 Program**
- A. **The Authority will seek to increase its voucher payment standard to 120% in order to provide a wider housing choice for participants in Quincy.**
 - B. The Authority will work with real estate agents, the Chamber of Commerce, lending institutions and other local organizations to encourage landlords to participate in the Section 8 Program.
 - C. Established a Shared Housing Program as permitted under Section 8 Program Regulations, which permits the Authority to provide rental assistance at the bedroom level. This should assist elders and certain individuals with a disability in finding and/or remaining in supportive housing situations.

- D. Establish mechanisms to assist households in housing search to be more effective in identifying units and submitting applications to landlords. Options include providing assistance with online searches of real estate listings, discussions with major local landlords to assist in developing a system to match Section 8 Households to available units, and third party training on how to complete rental applications and present a strong case for selection by a private landlord.

5. Develop a Section 8 Voucher Homeownership Program:

- A. The Authority will begin efforts to develop a partnership with local lending institutions subject to Community Reinvestment Act (CRA) requirements to design a program whereby participants in the QHA's Section 8 Program can enter a "First time Home Buyer's Program".
- B. The Authority will identify other agencies in the area with which it can partner to obtain home-ownership counseling and other services to assist employed Section 8 Program participants to qualify for a mortgage as a first time home-owner.

6. Apply for additional rental vouchers:

- A. The Quincy Housing Authority will periodically apply for additional rental vouchers under the Section 8 Program, as funds become available through the Department of Housing & Urban Development (HUD) and consistent with community need as demonstrated by waiting list and other demographic data and community absorption rates as indicated by housing search successes.

7. Seek opportunities to acquire and develop small scale rental housing for low and moderate-income households in Quincy as a means to increase the utilization of Section 8 resources within Quincy.

- A. Utilize a non-profit (501(c)(3) subsidiary of the Authority as the major vehicle for this type of infill or "boutique" housing. The Authority will look for key opportunities that may trigger neighborhood renewal or consolidate a group of neighborhood initiatives by providing the missing design or urban planning element.
- B. Obtain permission from HUD to establish as Project-based Voucher Program pursuant to 24 CFR 983 for up to **20%** of the agency's current funding for Section 8. This program permits the conversion of tenant-based rental subsidies to unit-based rental subsidies. These rental subsidies can be made available on a competitive basis to local developers who are interested in having a low income component to their project or be used by the Authority's non-profit for developments to be owned and operated by the Authority.
- C. Survey housing needs for income households in Quincy to determine the feasibility of acquisition and rehab or new construction of properties for moderate income households that may be locked out of the Quincy housing market by loss of rental stock or increased housing costs.

8. Work to improve access to supportive services and economic opportunity for program participants

- A. Establish a social service non-profit arm to which the Authority will pass-through funds for social services programs and which can pursue grants or other sources of funding for which the Authority is not eligible. This non-profit's role would be to assess household need for either access to job training and household-based economic development (family households) or the need for supportive services (elderly/disabled households) through Individual Service Plans (ISPs). The non-profit will either identify third party resources or in some cases provide resources to obtain access to established programs for households in need. In short, establish the Authority's developments and programs as effective pipelines to household independence.
- B. Seek corporate sponsors to adopt family developments in the Authority's portfolio as a means to mitigate the tendency for public housing developments to become isolated from the community mainstream. As these developments are transformed through implementation of a site-specific asset management strategy, try to have the connections between residents and sponsors extend into any new residential setting.
- C. Establish a One-stop Resource Center in the Germantown community to assist households with job search and access to available training programs.

9. Ensure Equal Opportunity in Housing

- A. The Authority will use its role in the community to inform local landlords and businesses of the importance of diversity in housing and how to avoid unintentional discrimination under all applicable nondiscrimination requirements, such as the Fair Housing Act, Title VI of the Civil Rights Act of 1964, Section 504 of the Rehabilitation Act of 1973, and Title II of the Americans with Disability Act.
- B. The Authority will work with the City and other community organizations to increase the supply of wheelchair accessible housing both for rental and home-ownership opportunities and/or provided a better match between actual need and current supply. The key objective is to assist those with physical limitations to remain in the community and to be able to participate in the community in meaningful ways.

Annual PHA Plan
PHA Fiscal Year 2001
[24 CFR Part 903.7]

i. Annual Plan Type:

Select which type of Annual Plan the PHA will submit.

☒ **Standard Plan**

Streamlined Plan:

- ☐ **High Performing PHA**
- ☐ Small Agency (<250 Public Housing Units)
- ☐ Administering Section 8 Only

☐ Troubled Agency Plan

ii. Executive Summary of the Annual PHA Plan

[24 CFR Part 903.7 9 (r)]

Provide a brief overview of the information in the Annual Plan, including highlights of major initiatives and discretionary policies the PHA has included in the Annual Plan.

Not required as of the 10/21/99 issuance of the Final Rule for Housing Agency Plans.

Annual Plan Table of Contents

[24 CFR Part 903.7 9 (r)]

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Other Electronic File Attachments to Plan

Attachment 1: FY 2001 Capital Fund Program Annual Statement and 5-Year Action Plan
(Electronic File "MA020b01")

Attachment 2: FY 2000 Revised Capital Fund Program Annual Statement and
Performance and Evaluation Report (Electronic File "MA020b02")

Attachment 3: FY 2001 Revised Public Housing Drug Elimination Program (PHDEP) Plan
(Electronic File "MA020b03")

Attachment 4: Year 1 Agency Plan Progress Report (Electronic File "MA020b04")

Attachment 5: Names and Addresses of Year 2 RAB Members (Electronic File "MA020b05")

Attachment 6: QHA Response to Resident Advisory Board and Public Hearing Comments
(Electronic File "MA020b06")

Attachment 7: Performance and Evaluation Report for Comprehensive Grant Program
MA06P020706-97 (Electronic File "MA020b07")

Attachment 8: FY 2000 Revised Public Housing Drug Elimination Program (PHDEP) Plan
(Electronic File "MA020b08")

Attachment 9: QHA's New Section 8 Admin Plan ("MA020b09")

Attachment 10: QHA's Section 8 Admin Plan Amendment on Homeownership ("MA020b10")

Attachment 11: QHA's Section 8 Admin Plan Amendment on Enhanced Vouchers ("MA020b11")

Attachment 12: QHA's Response to RAB/Public Hearing Comments on the Section 8 Admin Plan
("MA020b12")

Attachment 13: QHA's Response to RAB/Public Hearing Comments on the Section 8 Admin Plan
Enhanced Voucher Amendment ("MA020b13")

Attachments

Required Attachments:

- ☐ Admissions Policy for Deconcentration*
 - ☒ **FY 2001 Capital Fund Program Annual Statement** (Electronic File "MA020b01")
 - ☐ Most recent board-approved operating budget (Required Attachment for PHAs that are troubled or at risk of being designated troubled ONLY)
- * The QHA is exempt from the deconcentration requirement as it operates only one federal general occupancy family development.**

Optional Attachments:

- ☒ **PHA Management Organizational Chart**
- ☒ **FY 2001 Capital Fund Program 5 Year Action Plan** (Electronic File "MA020b01")
- ☒ **Public Housing Drug Elimination Program (PHDEP) Plan** (Electronic File "MA020b03")
- ☒ **Comments of Resident Advisory Board or Boards** (Electronic File "MA020b06")
- ☐ Other (List below, providing each attachment name)

Supporting Documents Available for Review

Indicate which documents are available for public review by placing a mark in the "Applicable & On Display" column in the appropriate rows. All listed documents must be on display if applicable to the program activities conducted by the PHA.

List of Supporting Documents Available for Review		
Applicable & On Display	Supporting Document	Applicable Plan Component
X	PHA Plan Certifications of Compliance with the PHA Plans and Related Regulations	5 Year and Annual Plans
X	State/Local Government Certification of Consistency with the Consolidated Plan	5 Year and Annual Plans
X City's Analysis of Impediments	Fair Housing Documentation: Records reflecting that the PHA has examined its programs or proposed programs, identified any impediments to fair housing choice in those programs, addressed or is addressing those impediments in a reasonable fashion in view of the resources available, and worked or is working with local jurisdictions to implement any of the jurisdictions' initiatives to affirmatively further fair housing that require the PHA's involvement.	5 Year and Annual Plans
X	Consolidated Plan for the jurisdiction/s in which the PHA is located (which includes the Analysis of Impediments to Fair Housing Choice (AI)) and any additional backup data to support statement of housing needs in the jurisdiction	Annual Plan: Housing Needs
X	Most recent board-approved operating budget for the public housing program	Annual Plan: Financial Resources;
X Hard Copy Attachment 9	Public Housing Admissions and (Continued) Occupancy Policy (A&O), which includes the Tenant Selection and Assignment Plan [TSAP]	Annual Plan: Eligibility, Selection, and Admissions Policies
X Hard Copy Attachment 14*	Section 8 Administrative Plan for Housing Choice Vouchers * (*Being submitted to resolve HUD Audit Finding and Subject to Further Review).	Annual Plan: Eligibility, Selection, and Admissions Policies
N/A	Public Housing Deconcentration and Income Mixing Documentation: 1. PHA board certifications of compliance with deconcentration requirements (section 16(a) of the US Housing Act of 1937, as implemented in the 2/18/99 <i>Quality Housing and Work Responsibility Act Initial Guidance; Notice</i> and any further HUD guidance) and 2. Documentation of the required deconcentration and income mixing analysis	Annual Plan: Eligibility, Selection, and Admissions Policies
X	Public housing rent determination policies, including the methodology for setting public housing flat rents	Annual Plan: Rent Determination
X	Schedule of flat rents offered at each public housing development	Annual Plan: Rent Determination

X	Section 8 rent determination (payment standard) policies	Annual Plan: Rent Determination
X	Public housing management and maintenance policy documents, including policies for the prevention or eradication of pest infestation (including cockroach infestation).	Annual Plan: Operations and Maintenance
X Available in Draft Format at QHA	Public housing grievance procedures	Annual Plan: Grievance Procedures
X	Section 8 informal review and hearing procedures	Annual Plan: Grievance Procedures
X	The HUD-approved Capital Fund/Comprehensive Grant Program Annual Statement (HUD 52837) for the active grant year	Annual Plan: Capital Needs
N/A	Most recent CIAP Budget/Progress Report (HUD 52825) for any active CIAP grant	Annual Plan: Capital Needs
X	Most recent, approved 5 Year Action Plan for the Capital Fund/Comprehensive Grant Program, if not included as an attachment (provided at PHA option)	Annual Plan: Capital Needs
N/A	Approved HOPE VI applications or, if more recent, approved or submitted HOPE VI Revitalization Plans or any other approved proposal for development of public housing	Annual Plan: Capital Needs
N/A	Approved or submitted applications for demolition and/or disposition of public housing	Annual Plan: Demolition and Disposition
X Hard Copy Attachment 8	Approved or submitted applications for designation of public housing (Designated Housing Plans)	Annual Plan: Designation of Public Housing
N/A	Approved or submitted assessments of reasonable revitalization of public housing and approved or submitted conversion plans prepared pursuant to section 202 of the 1996 HUD Appropriations Act	Annual Plan: Conversion of Public Housing
N/A	Approved or submitted public housing homeownership programs/plans	Annual Plan: Homeownership
N/A	Policies governing any Section 8 Homeownership program <input type="checkbox"/> check here if included in the Section 8 Administrative Plan	Annual Plan: Homeownership
N/A	Any cooperative agreement between the PHA and the TANF agency	Annual Plan: Community Service & Self-Sufficiency
X	FSS Action Plan/s for public housing and/or Section 8	Annual Plan: Community Service & Self-Sufficiency
X	Most recent self-sufficiency (ED/SS, TOP or ROSS or other resident services grant) grant program reports	Annual Plan: Community Service & Self-Sufficiency

X	The most recent Public Housing Drug Elimination Program (PHEDEP) semi-annual performance report for any open grant and most recently submitted PHDEP application (PHDEP Plan)	Annual Plan: Safety and Crime Prevention
X	The most recent fiscal year audit of the PHA conducted under section 5(h)(2) of the U.S. Housing Act of 1937 (42 U. S.C. 1437c(h)), the results of that audit and the PHA's response to any findings	Annual Plan: Annual Audit
N/A	Troubled PHAs: MOA/Recovery Plan	Troubled PHAs
N/A	Other supporting documents (optional) (list individually; use as many lines as necessary)	(specify as needed)

1. Statement of Housing Needs

[24 CFR Part 903.7 9 (a)]

A. Housing Needs of Families in the Jurisdiction/s Served by the PHA

Based upon the information contained in the Consolidated Plan/s applicable to the jurisdiction, and/or other data available to the PHA, provide a statement of the housing needs in the jurisdiction by completing the following table. In the "Overall" Needs column, provide the estimated number of renter families that have housing needs. For the remaining characteristics, rate the impact of that factor on the housing needs for each family type, from 1 to 5, with 1 being "no impact" and 5 being "severe impact." Use N/A to indicate that no information is available upon which the PHA can make this assessment.

Housing Needs of Families in the Jurisdiction by Family Type							
Family Type	Overall	Afford- ability	Supply	Quality	Access -ibility	Size	Loca- tion
Income <= 30% of AMI	2,729	5	5	5	3	3	4
Income >30% but <=50% of AMI	1,451	5	5	4	3	3	4
Income >50% but <80% of AMI	3,086	4	4	3	3	3	4
Elderly	1,285	4	4	3	3	2	3
Families with Disabilities	9,721	5	5	3	3	3	4
White	70,068	2	3	3	3	3	3
Asian	13,546	2	4	3	3	3	3
Afro-American	1,941 est.	3	4	3	3	3	3
Hispanic	2,470 est.	3	4	3	3	3	3

What sources of information did the PHA use to conduct this analysis? (Check all that apply; all materials must be made available for public inspection.)

- ☒ **Consolidated Plan of the Jurisdiction/s: City of Quincy and Quincy/Weymouth Consortium**
Indicate year: 2001-2002 Draft Update and 2000-2004 ConPlan
- ☐ U.S. Census data: the Comprehensive Housing Affordability Strategy ("CHAS") dataset
- ☐ American Housing Survey data
Indicate year:
- ☐ Other housing market study
Indicate year:
- ☒ **Other sources: (list and indicate year of information)**
1990 Census and Census Derivative Reports
2000 Census Preliminary Information
April 2001 Discussions with City of Quincy Planning and Housing Staff

B. Housing Needs of Families on the Public Housing and Section 8 Tenant- Based Assistance Waiting Lists

Housing Needs of Families on the Waiting List			
Waiting list type: (select one)			
<input checked="" type="checkbox"/> Section 8 tenant-based assistance (as of 4/23/01) <input type="checkbox"/> Public Housing <input type="checkbox"/> Combined Section 8 and Public Housing <input type="checkbox"/> Public Housing Site-Based or sub-jurisdictional waiting list (optional) If used, identify which development/subjurisdiction:			
	# of families	% of total families	Annual Turnover
Waiting list total	855	100.0%	N/A—New List—Only Active Applicants.
Extremely low income ≤30% AMI	659	77.1%	
Very low income (>30% but ≤50% AMI) and Low income (>50% but <80% AMI)	196	22.9%	
Families with children	587	68.7%	
Elderly families	32	3.7%	
Individuals <u>and</u> Families with Disabilities	236	27.6%	
White	346	40.5%	
Afro-American	275	32.2%	
Hispanic	183	21.4%	
Asian	38	4.4%	
Other	13	1.5%	
1BR	244	28.5%	
2BR	372	43.5%	
3BR	206	24.1%	
4BR	28	3.3%	
5BR and 5+BR	5	0.6%	
Is the waiting list closed (select one)? <input type="checkbox"/> No <input checked="" type="checkbox"/> Yes If yes: How long has it been closed (# of months)? Since August of 1999 Does the PHA expect to reopen the list in the PHA Plan year? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes Does the PHA permit specific categories of families onto the waiting list, even if generally closed? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes			

Housing Needs of Families on the Waiting List			
Waiting list type: (select one)			
<input type="checkbox"/> Section 8 <input checked="" type="checkbox"/> Public Housing Elderly/Disabled (as of 6/4/01) <input type="checkbox"/> Combined Section 8 and Public Housing <input type="checkbox"/> Public Housing Site-Based or sub-jurisdictional waiting list (optional) If used, identify which development/subjurisdiction:			
	# of families	% of total families	Annual Turnover
Waiting list total	1,794	100.0%	Approx. 66
Extremely low income <=30% AMI	1,527	85.1%	
Very low income (>30% but <=50% AMI)	199	11.1%	
Low income (>50% but <80% AMI)	68	3.8%	
Families with children	0	0.0%	
Elderly	1,183*	65.9%	
Families with Disabilities	611*	34.1%	
White	1,342	74.8%	
Afro-American	146	8.1%	
Hispanic	69	3.8%	
Asian	222	12.4%	
American Indian	15	0.9%	
Characteristics by Bedroom Size (Public Housing Only)			
1 BR	1,794	100.0%	Approx. 66
Is the waiting list closed (select one)? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes			

* **Note:** These numbers do not include the number of elderly with disabilities except for the 4 elderly families who have identified themselves as needing wheelchair units.

Housing Needs of Families on the Waiting List			
Waiting list type: (select one)			
<input type="checkbox"/> Section 8 <input checked="" type="checkbox"/> Public Housing Family (as of 6/4/01) <input type="checkbox"/> Combined Section 8 and Public Housing <input type="checkbox"/> Public Housing Site-Based or sub-jurisdictional waiting list (optional) If used, identify which development/subjurisdiction:			
	# of families	% of total families	Annual Turnover
Waiting list total	1,655	100.0%	21
Extremely low income <=30% AMI	1,470	88.8%	
Very low income (>30% but <=50% AMI)	159	9.6%	
Low income (>50% but <80% AMI)	26	1.6%	
Families with children	1,655	100.0%	
Elderly families	0	0.0%	
Families with Disabilities	12*	0.7%	
White	670	40.5%	
Afro-American	512	30.9%	
Hispanic	231	14.0%	
Asian	228	13.8%	
American Indian	14	0.8%	
Characteristics by Bedroom Size (Public Housing Only)			
1 BR	67	4.0%	1
2 BR	1,122	67.8%	10
3 BR	414	25.0%	9
4 BR	52	3.2%	1
5 BR	0	0.0%	
5 BR +	0	0.0%	
Is the waiting list closed (select one)? <input type="checkbox"/> No <input checked="" type="checkbox"/> Yes If yes: How long has it been closed (# of months)? Since March 30, 2001 Does the PHA expect to reopen the list in the PHA Plan year? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes Does the PHA permit specific categories of families onto the waiting list, even if generally closed? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes			

* **Note:** The QHA is not able to provide complete information regarding the number of families with disabilities on the waiting list as this is not a criteria for eligibility. The QHA does ask whether families need a wheelchair unit and that 12 families have so identified themselves.

C. Strategy for Addressing Needs

Provide a brief description of the PHA's strategy for addressing the housing needs of families in the jurisdiction and on the waiting list **IN THE UPCOMING YEAR**, and the Agency's reasons for choosing this strategy.

(1) Strategies

Need: Shortage of affordable housing for all eligible populations

Strategy 1. Maximize the number of affordable units available to the PHA within its current resources by:

Select all that apply

- ☒ **Employ effective maintenance and management policies to minimize the number of public housing units off-line**
- ☒ **Reduce turnover time for vacated public housing units**
- ☒ **Reduce time to renovate public housing units**
- ☒ **Seek replacement of public housing units lost to the inventory through mixed finance development**
- ☐ Seek replacement of public housing units lost to the inventory through section 8 replacement housing resources
- ☒ **Maintain or increase* section 8 lease-up rates by establishing payment standards that will enable families to rent throughout the jurisdiction**
*** Increase Payment Standard to 120% of FMR**
- ☐ Undertake measures to ensure access to affordable housing among families assisted by the PHA, regardless of unit size required
- ☒ **Maintain or increase section 8 lease-up rates by marketing the program to owners, particularly those outside of areas of minority and poverty concentration**
- ☐ Maintain or increase section 8 lease-up rates by effectively screening Section 8 applicants to increase owner acceptance of program
- ☒ **Participate in the Consolidated Plan development process to ensure coordination with broader community strategies**
- ☒ **Other (list below)**
Provide improved systems of on-site management.

Strategy 2: Increase the number of affordable housing units by:

Select all that apply

- ☒ **Apply for additional section 8 units should they become available**
- ☒ **Leverage affordable housing resources in the community through the creation of mixed - finance housing**
- ☒ **Pursue housing resources other than public housing or Section 8 tenant-based assistance.**
- ☐ Other: (list below)

Need: Specific Family Types: Families at or below 30% of median

Strategy 1: Target available assistance to families at or below 30 % of AMI

Select all that apply

- ☐ Exceed HUD federal targeting requirements for families at or below 30% of AMI in public housing
- ☐ Exceed HUD federal targeting requirements for families at or below 30% of AMI in tenant-based section 8 assistance
- ☐ Employ admissions preferences aimed at families with economic hardships
- ☒ **Adopt rent policies to support and encourage work**
- ☐ Other: (list below)

Continue HUD Mandatory Income Disregards (effective 10/1/99) and Flat Rents (effective 10/1/00) from Year 1 as follows: 1BR = \$564; 2BR = \$706; 3BR = \$883; and 4BR = \$1,036.

Need: Specific Family Types: Families at or below 50% of median

Strategy 1: Target available assistance to families at or below 50% of AMI

Select all that apply

- ☐ Employ admissions preferences aimed at families who are working
- ☒ **Adopt rent policies to support and encourage work**
- ☐ Other: (list below)

Continue HUD Mandatory Income Disregards (effective 10/1/99) and Flat Rents (effective 10/1/00) from Year 1 as follows: 1BR = \$564; 2BR = \$706; 3BR = \$883; and 4BR = \$1,036.

Need: Specific Family Types: The Elderly

Strategy 1: Target available assistance to the elderly:

Select all that apply

- ☐ Seek designation of public housing for the elderly
- ☐ Apply for special-purpose vouchers targeted to the elderly, should they become available
- ☒ **Other: (list below)**

Continue the state elderly income disregard in rent determination for federal elderly (For Year 2, this disregard is up to \$135 per week).

Need: Specific Family Types: Families with Disabilities

Strategy 1: Target available assistance to Families with Disabilities:

Select all that apply

- ☐ Seek designation of public housing for families with disabilities
- ☒ **Carry out the modifications needed in public housing based on the section 504 Needs Assessment for Public Housing**
- ☒ **Apply for special-purpose vouchers targeted to families with disabilities, should they become available**
- ☒ **Affirmatively market to local non-profit agencies that assist families with disabilities**
- ☒ **Other: (list below)***

*** Implement HUD's New Income Disregards for the Disabled.**

Need: Specific Family Types: Races or ethnicities with disproportionate housing needs

Strategy 1: Increase awareness of PHA resources among families of races and ethnicities with disproportionate needs:

Select if applicable

- ☒ **Affirmatively market to races/ethnicities shown to have disproportionate housing needs**
- ☐ Other: (list below)

Strategy 2: Conduct activities to affirmatively further fair housing

Select all that apply

- ☒ **Counsel section 8 tenants as to location of units outside of areas of poverty or minority concentration and assist them to locate those units**
- ☒ **Market the section 8 program to owners outside of areas of poverty /minority concentrations**
- ☒ **Other: (list below)**
Market the need for larger units in the Section 8 Program to owners.

Other Housing Needs & Strategies: (list needs and strategies below)

Housing Search Worker will be hired during Year 2 Plan Year.

(2) Reasons for Selecting Strategies

Of the factors listed below, select all that influenced the PHA's selection of the strategies it will pursue:

- ☒ **Funding constraints**
- ☒ **Staffing constraints**
- ☒ **Limited availability of sites for assisted housing**
- ☐ Extent to which particular housing needs are met by other organizations in the community
- ☒ **Evidence of housing needs as demonstrated in the Consolidated Plan and other information available to the PHA**
- ☒ **Influence of the housing market on PHA programs**
- ☒ **Community priorities regarding housing assistance**
- ☒ **Results of consultation with local or state government**
- ☒ **Results of consultation with residents and the Resident Advisory Board**
- ☐ Results of consultation with advocacy groups
- ☐ Other: (list below)

2. Statement of Financial Resources

[24 CFR Part 903.7 9 (b)]

Estimated Financial Resources: Federal Programs Only Planned Sources and Uses		
Sources	Planned \$	Planned Uses
1. Federal Grants (FY 2001 grants)		
a) Public Housing Operating Fund	\$1,189,707	
b) FY 2001 Public Housing Capital Fund	\$1,446,577	
c) HOPE VI Revitalization	\$0	
d) HOPE VI Demolition	\$0	
e) Annual Contributions for Section 8 Tenant-Based Assistance (Total of 3 ACCs)	\$6,156,939	
f) FY 2001 Public Housing Drug Elimination Program (including any Technical Assistance funds)	\$159,208	
g) Resident Opportunity and Self-Sufficiency Grants	\$0	
h) Community Development Block Grant	\$0	N/A
i) HOME	\$0	N/A
Other Federal Grants (list below)		
FSS Coordinator	\$47,700	Family Self-Sufficiency
2. Prior Year Federal Grants (unobligated funds only)		
CGP 708 (1999)	\$657,928	Modernization
CFP 709 (2000)	\$1,414,448	Modernization
3. Public Housing Dwelling Rental Income		
Rent Roll & Fees	\$2,000,270	Operations
TOTAL RESOURCES	\$13,072,777	SEE ABOVE

3. PHA Policies Governing Eligibility, Selection, and Admissions

[24 CFR Part 903.7 9 (c)]

A. Public Housing

(1) Eligibility

a. When does the PHA verify eligibility for admission to public housing? (Select all that apply)

- ☒ **When families are within a certain number of being offered a unit: varies based on turnover projections: between 20 and 40.**
- ☐ When families are within a certain time of being offered a unit:
- ☐ Other: (describe)

b. Which non-income (screening) factors does the PHA use to establish eligibility for admission to public housing (select all that apply)?

- ☒ **Criminal or Drug-related activity**
- ☒ **Rental history**
- ☒ **Housekeeping**
- ☒ **Other (describe)**
- Other Lease Violations; History with other PHAs.**

c. ☒ **Yes** ☐ **No:** **Does the PHA request criminal records from local law enforcement agencies for screening purposes?**

d. ☒ **Yes** ☐ **No:** Does the PHA request criminal records from State law enforcement agencies for screening purposes? **(CORI)**

e. ☐ **Yes** ☒ **No:** Does the PHA access FBI criminal records from the FBI for screening purposes? (Either directly or through an NCIC-authorized source)

(2)Waiting List Organization

a. Which methods does the PHA plan to use to organize its public housing waiting list (select all that apply)

- ☒ **Community-wide list**
- ☐ Sub-jurisdictional lists
- ☐ Site-based waiting lists (For elderly/disabled developments only)
- ☐ Other (describe)

b. Where may interested persons apply for admission to public housing?

☒ **PHA main administrative office (or via mail or per reasonable accommodation)**

☐ PHA development site management office

☐ Other (list below)

c. If the PHA plans to operate one or more site-based waiting lists in the coming year, answer each of the following questions; if not, skip to subsection **(3) Assignment**

1. How many site-based waiting lists will the PHA operate in the coming year?

NONE

2. ☐ Yes ☐ No: Are any or all of the PHA's site-based waiting lists new for the upcoming year (that is, they are not part of a previously-HUD-approved site based waiting list plan)?
If yes, how many lists?

3. ☐ Yes ☐ No: May families be on more than one list simultaneously
If yes, how many lists?

4. Where can interested persons obtain more information about and sign up to be on the site-based waiting lists (select all that apply)?

☐ PHA main administrative office (or via mail or per reasonable accommodation)

☐ All PHA development management offices

☐ Management offices at developments with site-based waiting lists

☐ At the development to which they would like to apply

(3) Assignment

a. How many vacant unit choices are applicants ordinarily given before they fall to the bottom of or are removed from the waiting list? (select one)

☒ **One**

☐ Two

☐ Three or More

b. ☒ Yes ☐ No: Is this policy consistent across all waiting list types?

c. If answer to b is no, list variations for any other than the primary public housing waiting list/s for the PHA:

(4) Admissions Preferences

a. Income targeting:

- ☐ Yes ☒ **No:** Does the PHA plan to exceed the federal targeting requirements by targeting more than 40% of all new admissions to public housing to families at or below 30% of median area income?

QHA's plan is to meet the required federal targeting requirements.

b. Transfer policies:

In what circumstances will transfers take precedence over new admissions? (List below)

- ☒ **Emergencies**
☒ **Overhoused**
☒ **Underhoused**
☒ **Medical justification**
☒ **Administrative reasons determined by the PHA (e.g., to permit modernization work)**
☐ Resident choice: (state circumstances below)
☐ Other: (list below)

c. Preferences

1. ☒ **Yes** ☐ **No:** Has the PHA established preferences for admission to public housing (other than date and time of application)? (If "no" is selected, skip to subsection **(5) Occupancy**)
2. Which of the following admission preferences does the PHA plan to employ in the coming year? (select all that apply from either former Federal preferences or other preferences)

Former Federal preferences:

- ☐ Involuntary Displacement (Disaster, Government Action, Action of Housing Owner, Inaccessibility, Property Disposition)
☐ Victims of domestic violence
☐ Substandard housing
☐ Homelessness
☐ High rent burden (rent is > 50 percent of income)

Other preferences: (select below)

- ☐ Working families and those unable to work because of age or disability
- ☐ Veterans and veterans' families
- ☒ **Residents who live and/or work in the jurisdiction**
- ☐ Those enrolled currently in educational, training, or upward mobility programs
- ☐ Households that contribute to meeting income goals (broad range of incomes)
- ☐ Households that contribute to meeting income requirements (targeting)
- ☐ Those previously enrolled in educational, training, or upward mobility programs
- ☐ Victims of reprisals or hate crimes
- ☐ Other preference(s) (list below)

3. If the PHA will employ admissions preferences, please prioritize by placing a "1" in the space that represents your first priority, a "2" in the box representing your second priority, and so on. If you give equal weight to one or more of these choices (either through an absolute hierarchy or through a point system), place the same number next to each. That means you can use "1" more than once, "2" more than once, etc.

☐ **Date and Time**

Former Federal preferences:

Involuntary Displacement (Disaster, Government Action, Action of Housing Owner, Inaccessibility, Property Disposition)
Victims of domestic violence
Substandard housing
Homelessness
High rent burden

Other preferences (select all that apply)

- ☐ Working families and those unable to work because of age or disability
- ☐ Veterans and veterans' families
- 1** ☒ **Residents who live and/or work in the jurisdiction**
- ☐ Those enrolled currently in educational, training, or upward mobility programs
- ☐ Households that contribute to meeting income goals (broad range of incomes)
- ☐ Households that contribute to meeting income requirements (targeting)
- ☐ Those previously enrolled in educational, training, or upward mobility programs
- ☐ Victims of reprisals or hate crimes
- ☐ Other preference(s) (list below)

4. Relationship of preferences to income targeting requirements:

- ☐ The PHA applies preferences within income tiers
- ☒ **Not applicable: the pool of applicant families ensures that the PHA will meet income-targeting requirements**

(5) Occupancy

a. What reference materials can applicants and residents use to obtain information about the rules of occupancy of public housing (select all that apply)

- ☒ **The PHA-resident lease**
- ☒ **The PHA's Admissions and (Continued) Occupancy policy**
- ☐ PHA briefing seminars or written materials
- ☒ **Other source (list)**
Resident Handbooks

b. How often must residents notify the PHA of changes in family composition? (select all that apply)

- ☐ At an annual reexamination and lease renewal
- ☒ **Any time family composition changes**
- ☐ At family request for revision
- ☐ Other (list)

(6) Deconcentration and Income Mixing*

*** QHA exempt as it operates only one federal family general occupancy development.**

- a. ☐ Yes ☒ **No:** Did the PHA's analysis of its family (general occupancy) developments to determine concentrations of poverty indicate the need for measures to promote deconcentration of poverty or income mixing?
- b. ☐ Yes ☒ **No:** Did the PHA adopt any changes to its **admissions policies** based on the results of the required analysis of the need to promote deconcentration of poverty or to assure income mixing?

c. If the answer to b was yes, what changes were adopted? (Select all that apply)

- ☐ Adoption of site-based waiting lists
If selected, list targeted developments below:
- ☐ Employing waiting list "skipping" to achieve deconcentration of poverty or income mixing goals at targeted developments
If selected, list targeted developments below:
- ☐ Employing new admission preferences at targeted developments
If selected, list targeted developments below:
- ☐ Other (list policies and developments targeted below)

d. ☐ Yes ☒ **No:** Did the PHA adopt any changes to **other** policies based on the results of the required analysis of the need for deconcentration of poverty and income mixing?

e. If the answer to d was yes, how would you describe these changes? (select all that apply)

- ☐ Additional affirmative marketing
- ☐ Actions to improve the marketability of certain developments
- ☐ Adoption or adjustment of ceiling rents for certain developments
- ☐ Adoption of rent incentives to encourage deconcentration of poverty and income-mixing
- ☐ Other (list below)

f. Based on the results of the required analysis, in which developments will the PHA make special efforts to attract or retain higher-income families? (Select all that apply)

- ☒ **Not applicable: results of analysis did not indicate a need for such efforts***
- ☐ List (any applicable) developments below:

g. Based on the results of the required analysis, in which developments will the PHA make special efforts to assure access for lower-income families?

- ☒ **Not applicable: results of analysis did not indicate a need for such efforts***
- ☐ List (any applicable) developments below:

*** QHA exempt as it operates only one federal family general occupancy development.**

B. Section 8

(1) Eligibility

a. What is the extent of screening conducted by the PHA? (select all that apply)

- ☒ **Criminal or drug-related activity only to the extent required by law or regulation**
- ☐ Criminal and drug-related activity, more extensively than required by law or regulation
- ☐ More general screening than criminal and drug-related activity (list factors below)
- ☐ Other (list below)

b. ☐ Yes ☒ **No**: Does the PHA request criminal records from local law enforcement agencies for screening purposes?

c. ☒ **Yes** ☐ **No**: Does the PHA request criminal records from State law enforcement agencies for screening purposes? (**CORI**)

d. ☐ Yes ☒ **No**: Does the PHA access FBI criminal records from the FBI for screening purposes? (either directly or through an NCIC-authorized source)

e. Indicate what kinds of information you share with prospective landlords? (Select all that apply)

- ☐ Criminal or drug-related activity
- ☒ **Other (describe below)**
Current address and current landlord information as requested.

(2) Waiting List Organization

a. With which of the following program waiting lists is the section 8 tenant-based assistance waiting list merged? (Select all that apply)

- ☒ **None**
- ☐ Federal public housing
- ☐ Federal moderate rehabilitation
- ☐ Federal project-based certificate program
- ☐ Other federal or local program (list below)

b. Where may interested persons apply for admission to section 8 tenant-based assistance? (Select all that apply)

- ☒ **PHA main administrative office (or via mail or per reasonable accommodation)**
- ☐ Other (list below)

(3) Search Time

- a. ☒ **Yes** ☐ **No:** Does the PHA give extensions on standard 60-day period to search for a unit?

If yes, state circumstances below:

Upon request and documentation of efforts made to find housing during the initial 60 day period, the QHA will grant up to two additional 30 day extensions for a total of 120 Days. Under certain circumstances, the QHA may grant up to two further 30 day extensions for a potential total of 180 days.

(4) Admissions Preferences

- a. Income targeting

1. ☐ **Yes** ☒ **No:** Does the PHA plan to exceed the federal targeting requirements by targeting more than 75% of all new admissions to the section 8 program to families at or below 30% of median area income?

- b. Preferences

1. ☒ **Yes** ☐ **No:** Has the PHA established preferences for admission to section 8 tenant-based assistance? (other than date and time of application)
(if no, skip to subcomponent **(5) Special purpose section 8 assistance programs**)
2. Which of the following admission preferences does the PHA plan to employ in the coming year? (Select all that apply from either former Federal preferences or other preferences)

Former Federal preferences

- ☐ Involuntary Displacement (Disaster, Government Action, Action of Housing Owner, Inaccessibility, Property Disposition)
- ☐ Victims of domestic violence
- ☐ Substandard housing
- ☐ Homelessness
- ☐ High rent burden (rent is > 50 percent of income)

Other preferences (select all that apply)

- ☐ Working families and those unable to work because of age or disability
- ☐ Veterans and veterans' families
- ☒ **Residents who live and/or work in your jurisdiction**
- ☐ Those enrolled currently in educational, training, or upward mobility programs
- ☐ Households that contribute to meeting income goals (broad range of incomes)
- ☐ Households that contribute to meeting income requirements (targeting)
- ☐ Those previously enrolled in educational, training, or upward mobility programs
- ☐ Victims of reprisals or hate crimes
- ☐ Other preference(s) (list below)

3. If the PHA will employ admissions preferences, please prioritize by placing a “1” in the space that represents your first priority, a “2” in the box representing your second priority, and so on. If you give equal weight to one or more of these choices (either through an absolute hierarchy or through a point system), place the same number next to each. That means you can use “1” more than once, “2” more than once, etc.

☐ **Date and Time**

Former Federal preferences

Involuntary Displacement (Disaster, Government Action, Action of Housing Owner, Inaccessibility, Property Disposition)

Victims of domestic violence*

*** The QHA will not implement a domestic violence preference at the outset of the Year 2 Agency Plan; however, the QHA wishes to continue the discussion and consideration of this matter.**

Substandard housing

Homelessness

High rent burden

Other preferences (select all that apply)

☐ Working families and those unable to work because of age or disability

☐ Veterans and veterans’ families

1 Residents who live and/or work in your jurisdiction

☐ Those enrolled currently in educational, training, or upward mobility programs

☐ Households that contribute to meeting income goals (broad range of incomes)

☐ Households that contribute to meeting income requirements (targeting)

☐ Those previously enrolled in educational, training, or upward mobility programs

☐ Victims of reprisals or hate crimes

☐ Other preference(s) (list below)

4. Among applicants on the waiting list with equal preference status, how are applicants selected? (select one)

☐ Date and time of application

☒ **Drawing (lottery) or other random choice technique**

5. If the PHA plans to employ preferences for “residents who live and/or work in the jurisdiction” (select one)

☒ **This preference has previously been reviewed and approved by HUD**

☐ The PHA requests approval for this preference through this PHA Plan

6. Relationship of preferences to income targeting requirements: (select one)

☐ The PHA applies preferences within income tiers

☒ **Not applicable: the pool of applicant families ensures that the PHA will meet income targeting requirements**

(5) Special Purpose Section 8 Assistance Programs

- a. In which documents or other reference materials are the policies governing eligibility, selection, and admissions to any special-purpose section 8 program administered by the PHA contained? (Select all that apply)



The Section 8 Administrative Plan



Briefing sessions and written materials



Other (list below)—Grant/Program Informational Materials.

- b. How does the PHA announce the availability of any special-purpose section 8 programs to the public?



Through (published) notices to potential applicants/recipients



Other (list below)

4. PHA Rent Determination Policies

[24 CFR Part 903.7 9 (d)]

A. Public Housing

Exemptions: PHAs that do not administer public housing are not required to complete sub-component 4A.

(1) Income Based Rent Policies

Describe the PHA's income based rent setting policy/ies for public housing using, including discretionary (that is, not required by statute or regulation) income disregards and exclusions, in the appropriate spaces below.

a. Use of discretionary policies: (select one)

- ☐ The PHA will not employ any discretionary rent-setting policies for income based rent in public housing. Income-based rents are set at the higher of 30% of adjusted monthly income, 10% of unadjusted monthly income, the welfare rent, or minimum rent (less HUD mandatory deductions and exclusions), OR the flat rent, if lower. (If selected, skip to sub-component (2))

---or---

- ☒ **The PHA employs discretionary policies for determining income-based rent (If selected, continue to question b.)**

b. Minimum Rent

1. What amount best reflects the PHA's minimum rent? (select one)

- ☒ **\$0**
☐ \$1-\$25
☐ \$26-\$50

2. ☐ Yes ☒ **No:** Has the PHA adopted any discretionary minimum rent hardship exemption policies?

3. If yes to question 2, list these policies below:

c. Rents set at less than 30% than adjusted income

1. ☐ Yes ☒ **No*:** Does the PHA plan to charge rents at a fixed amount or percentage less than 30% of adjusted income?

*** At a fixed amount for those who opt for flat rents.**

2. If yes to above, list the amounts or percentages charged and the circumstances under which these will be used below:

d. Which of the discretionary (optional) deductions and/or exclusions policies does the PHA plan to employ (select all that apply)

- ☐ For the earned income of a previously unemployed household member

- ☐ For increases in earned income
- ☐ Fixed amount (other than general rent-setting policy)
If yes, state amount/s and circumstances below:
- ☐ Fixed percentage (other than general rent-setting policy)
If yes, state percentage/s and circumstances below:
- ☐ For household heads
- ☐ For other family members
- ☐ For transportation expenses
- ☐ For the non-reimbursed medical expenses of non-disabled or non-elderly families
- ☒ **Other (describe below)**

The QHA has adopted an income disregard for federal elderly tenants that parallels the state's elderly income disregard.

e. Ceiling rents

1. Do you have ceiling rents? (rents set at a level lower than 30% of adjusted income) (select one)

- ☐ Yes for all developments
- ☐ Yes but only for some developments
- ☒ **No**

2. For which kinds of developments are ceiling rents in place? (select all that apply)

- ☐ For all developments
- ☐ For all general occupancy developments (not elderly or disabled or elderly only)
- ☐ For specified general occupancy developments
- ☐ For certain parts of developments; e.g., the high-rise portion
- ☐ For certain size units; e.g., larger bedroom sizes
- ☐ Other (list below)

3. Select the space or spaces that best describe how you arrive at ceiling rents (select all that apply)

- ☐ Market comparability study
- ☐ Fair market rents (FMR)
- ☐ 95th percentile rents
- ☐ 75 percent of operating costs
- ☐ 100 percent of operating costs for general occupancy (family) developments
- ☐ Operating costs plus debt service
- ☐ The "rental value" of the unit
- ☐ Other (list below)

f. Rent re-determinations:

1. Between income reexaminations, how often must tenants report changes in income or family composition to the PHA such that the changes result in an adjustment to rent? (select all that apply)

- ☒ **Never (except family composition changes).**
- ☐ At family option
- ☐ Any time the family experiences an income increase
- ☐ Any time a family experiences an income increase above a threshold amount or percentage:
- ☐ Other (list below)

g. ☐ Yes ☒ **No:** Does the PHA plan to implement individual savings accounts for residents (ISAs) as an alternative to the required 12 month disallowance of earned income and phasing in of rent increases in the next year?

(2) Flat Rents

1. In setting the market-based flat rents, what sources of information did the PHA use to establish comparability? (Select all that apply.)

- ☒ **The section 8 rent reasonableness study of comparable housing**
- ☒ **Survey of rents listed in local newspaper**
- ☒ **Survey of similar unassisted units in the neighborhood**
- ☐ Other (list/describe below)

B. Section 8 Tenant-Based Assistance

Exemptions: PHAs that do not administer Section 8 tenant-based assistance are not required to complete sub-component 4B. **Unless otherwise specified, all questions in this section apply only to the tenant-based section 8 assistance program (vouchers, and until completely merged into the voucher program, certificates).**

Year 2 Section 8 Initiatives

During the Year 2 Plan, the QHA anticipates moving forward on the following three (3) Section 8 related initiatives:

1. In addition to seeking approval of the 120% FMR Payment Standard as referenced below, the QHA will seek HUD's approval for 50th percentile rents;
2. The QHA will establish policies and procedures for implementing a Section 8 Homeownership Program in accordance with HUD's requirements; and
3. The QHA will establish policies and procedures for implementing a Section 8 Project Based Assistance Program up to the full 20% level in accordance with HUD's requirements.

(1) Payment Standards

Describe the voucher payment standards and policies.

a. What is the PHA's payment standard? (Select the category that best describes your standard)

- ☐ At or above 90% but below 100% of FMR
- ☐ 100% of FMR
- ☐ Above 100% but at or below 110% of FMR
- ☒ **Above 110% of FMR (if HUD approved; describe circumstances below)***

*** The QHA is seeking HUD approval of a 120% Payment Standard during the Year 2 Agency Plan to both increase housing choice within the community and to improve utilization. It is the QHA's understanding that both the Massachusetts' DHCD and Non-Profits administering the Section 8 Program in the Metro Boston area have received approval for the 120% Payment Standard. The QHA intends to implement this standard as soon as is practical after HUD approval.**

b. If the payment standard is lower than FMR, why has the PHA selected this standard? (select all that apply)

- ☐ FMRs are adequate to ensure success among assisted families in the PHA's segment of the FMR area
- ☐ The PHA has chosen to serve additional families by lowering the payment standard
- ☐ Reflects market or submarket
- ☐ Other (list below)

c. If the payment standard is higher than FMR, why has the PHA chosen this level? (select all that apply)

- ☒ **FMRs are not adequate to ensure success among assisted families in the PHA's segment of the FMR area**
- ☒ **Reflects market or submarket**
- ☒ **To increase housing options for families**
- ☐ Other (list below)

d. How often are payment standards reevaluated for adequacy? (Select one)

- ☒ **Annually**
- ☐ Other (list below)

e. What factors will the PHA consider in its assessment of the adequacy of its payment standard? (select all that apply)

- ☒ **Success rates of assisted families**
- ☒ **Rent burdens of assisted families**
- ☐ Other (list below)

(2) Minimum Rent

a. What amount best reflects the PHA's minimum rent? (Select one)

- ☒ **\$0**
☐ \$1-\$25
☐ \$26-\$50

b. ☐ Yes ☒ **No:** Has the PHA adopted any discretionary minimum rent hardship exemption policies? (if yes, list below)

5. Operations and Management

[24 CFR Part 903.7 9 (e)]

Exemptions from Component 5: High performing and small PHAs are not required to complete this section. Section 8 only PHAs must complete parts A, B, and C(2)

A. PHA Management Structure

Describe the PHA's management structure and organization.

(select one)

- ☒ An organization chart showing the PHA's management structure and organization is attached (Hard Copy Attachment 7).
- ☐ A brief description of the management structure and organization of the PHA follows:

B. HUD Programs Under PHA Management

List Federal programs administered by the PHA, number of families served at the beginning of the upcoming fiscal year, and expected turnover in each. (Use "NA" to indicate that the PHA does not operate any of the programs listed below.)

Program Name	Units or Families Served at Year Beginning	Expected Turnover
Public Housing	614	87
Section 8 Housing Choice Vouchers	737	*
Section 8 Designated Housing	100	*
Section 8 Enhanced Vouchers	122	*
Special 8 Mod Rehab	8	*
Public Housing Drug Elimination Program (PHDEP)	526	Not Applicable

* Information to be provided at a later date.

C. Management and Maintenance Policies

List the PHA's public housing management and maintenance policy documents, manuals and handbooks that contain the Agency's rules, standards, and policies that govern maintenance and management of public housing, including a description of any measures necessary for the prevention or eradication of pest infestation (which includes cockroach infestation) and the policies governing Section 8 management.

(1) Public Housing Maintenance and Management: (list below)

The following policies have been adopted by the QHA and are being made available as part of the Year 2 Plan:

Public Housing Admissions and Continued Occupancy Plan (Hard Copy Attachment 9)

Addendum to Public Housing Lease (Hard Copy Attachment 10)

Community Service Policy (Hard Copy Attachment 11)

Pet Policy (Hard Copy Attachment 12)

The QHA's Grievance Procedure is still being refined and reviewed with the RAB and will be submitted at a later date.

(2) Section 8 Management: (list below)

The QHA's Section 8 Administrative Plan for the Housing Choice Voucher Program is being submitted at this time to resolve a HUD Audit Finding and will be subject to further review. The Enhanced Voucher Plan was previously approved by the QHA.

Additionally, the QHA Maintenance Procedures, Manuals, and Resident Lease describe other maintenance procedures including the prevention and eradication of pest infestation.

6. PHA Grievance Procedures

[24 CFR Part 903.7 9 (f)]

Exemptions from component 6: High performing PHAs are not required to complete component 6. Section 8-Only PHAs are exempt from sub-component 6A.

A. Public Housing

1. ☐ Yes ☒ **No***: Has the PHA established any written grievance procedures in addition to federal requirements found at 24 CFR Part 966, Subpart B, for residents of public housing?

** The QHA's Grievance Procedure is still being refined and reviewed with the RAB and will be submitted at a later date.*

If yes, list additions to federal requirements below:

2. Which PHA office should residents or applicants to public housing contact to initiate the PHA grievance process? (select all that apply)

- ☒ **PHA main administrative office (or via mail or per reasonable accommodation).**
- ☐ PHA development management offices
- ☐ Other (list below)

B. Section 8 Tenant-Based Assistance

1. ☐ Yes ☒ **No**: Has the PHA established informal review procedures for applicants to the Section 8 tenant-based assistance program and informal hearing procedures for families assisted by the Section 8 tenant-based assistance program in addition to federal requirements found at 24 CFR 982?

If yes, list additions to federal requirements below:

2. Which PHA office should applicants or assisted families contact to initiate the informal review and informal hearing processes? (select all that apply)

- ☒ **PHA main administrative office(or via mail or per reasonable accommodation).**
- ☐ Other (list below)

7. Capital Improvement Needs

[24 CFR Part 903.7 9 (g)]

Exemptions from Component 7: Section 8 only PHAs are not required to complete this component and may skip to Component 8.

A. Capital Fund Activities

Exemptions from sub-component 7A: PHAs that will not participate in the Capital Fund Program may skip to component 7B. All other PHAs must complete 7A as instructed.

(1) Capital Fund Program Annual Statement

Using parts I, II, and III of the Annual Statement for the Capital Fund Program (CFP), identify capital activities the PHA is proposing for the upcoming year to ensure long-term physical and social viability of its public housing developments. This statement can be completed by using the CFP Annual Statement tables provided in the table library at the end of the PHA Plan template **OR**, at the PHA's option, by completing and attaching a properly updated HUD-52837.

Select one:

☒ **The Capital Fund Program Annual Statement is provided as an electronic attachment to the PHA Plan (Electronic File Attachment 1: "MA020b01").**

-or-

☐ The Capital Fund Program Annual Statement is provided below: (if selected, copy the CFP Annual Statement from the Table Library and insert here)

(2) Optional 5-Year Action Plan

Agencies are encouraged to include a 5-Year Action Plan covering capital work items. This statement can be completed by using the 5 Year Action Plan table provided in the table library at the end of the PHA Plan template **OR** by completing and attaching a properly updated HUD-52834.

a. ☒ **Yes** ☐ No: Is the PHA providing an optional 5-Year Action Plan for the Capital Fund? (If no, skip to sub-component 7B)

b. If yes to question a, select one:

☒ **The Capital Fund Program 5-Year Action Plan is provided as an electronic attachment to the PHA Plan (Electronic File Attachment 1: "MA020b01").**

-or-

☐ The Capital Fund Program 5-Year Action Plan is provided below: (if selected, copy the CFP optional 5-Year Action Plan from the Table Library and insert here)

B. HOPE VI and Public Housing Development and Replacement Activities (Non-Capital Fund)

Applicability of sub-component 7B: All PHAs administering public housing. Identify any approved HOPE VI and/or public housing development or replacement activities not described in the Capital Fund Program Annual Statement.

- ☐ Yes ☒ **No:** a) Has the PHA received a HOPE VI revitalization grant? (if no, skip to question c; if yes, provide responses to question b for each grant, copying and completing as many times as necessary)
b) Status of HOPE VI revitalization grant (complete one set of questions for each grant)

1. Development name:
2. Development (project) number:
3. Status of grant: (select the statement that best describes the current status)
 - ☐ Revitalization Plan under development
 - ☐ Revitalization Plan submitted, pending approval
 - ☐ Revitalization Plan approved
 - ☐ Activities pursuant to an approved Revitalization Plan underway

- ☐ Yes ☒ **No:** c) Does the PHA plan to apply for a HOPE VI Revitalization grant in the Plan year?
If yes, list development name/s below:

- ☐ Yes ☒ **No:** d) Will the PHA be engaging in any mixed-finance development activities for public housing in the Plan year?
If yes, list developments or activities below:

- ☐ Yes ☒ **No:** e) Will the PHA be conducting any other public housing development or replacement activities not discussed in the Capital Fund Program Annual Statement?
If yes, list developments or activities below:

8. Demolition and Disposition

[24 CFR Part 903.7 9 (h)]

Applicability of component 8: Section 8 only PHAs are not required to complete this section.

1. ☐ Yes ☒ **No:** Does the PHA plan to conduct any demolition or disposition activities (pursuant to section 18 of the U.S. Housing Act of 1937 (42 U.S.C. 1437p)) in the plan Fiscal Year? (If “No”, skip to component 9; if “yes”, complete one activity description for each development.)

2. Activity Description

- ☐ Yes ☐ No: Has the PHA provided the activities description information in the **optional** Public Housing Asset Management Table? (If “yes”, skip to component 9. If “No”, complete the Activity Description table below.)

Demolition/Disposition Activity Description
1a. Development name: 1b. Development (project) number:
2. Activity type: Demolition <input type="checkbox"/> Disposition <input type="checkbox"/>
3. Application status (select one) Approved <input type="checkbox"/> Submitted, pending approval <input type="checkbox"/> Planned application <input type="checkbox"/>
4. Date application approved, submitted, or planned for submission: (DD/MM/YY)
5. Number of units affected: 6. Coverage of action (select one) <input type="checkbox"/> Part of the development <input type="checkbox"/> Total development
7. Timeline for activity: a. Actual or projected start date of activity: b. Projected end date of activity:

9. Designation of Public Housing for Occupancy by Elderly Families or Families with Disabilities or Elderly Families and Families with Disabilities [24 CFR Part 903.7 9 (i)]

1. ☒ **Yes*** ☐ **No:** Has the PHA designated or applied for approval to designate or does the PHA plan to apply to designate any public housing for occupancy only by the elderly families or only by families with disabilities, or by elderly families and families with disabilities or will apply for designation for occupancy by only elderly families or only families with disabilities, or by elderly families and families with disabilities as provided by section 7 of the U.S. Housing Act of 1937 (42 U.S.C. 1437e) in the upcoming fiscal year?

*** See Copy of HUD Approval Letter included as Hard Copy Attachment 8 for a Description of the Approved Allocation Plan that covers all three of the QHA's elderly/disabled developments. The QHA will be seeking an extension (as of October 2001) of this Approved Allocation Plan during the Year 2 Plan.**

2. Activity Description

- ☐ Yes ☒ **No:** Has the PHA provided all required activity description information for this component in the **optional** Public Housing Asset Management Table? If "yes", skip to component 10. If "No", complete the Activity Description table below.

Designation of Public Housing Activity Description
1a. Development names: Pagnano Towers; O'Brien Towers; Drohan Apartments
1b. Development (project) numbers: MA20-2, 4, 6
2. Designation type: Occupancy by only the elderly <input type="checkbox"/> Occupancy by families with disabilities <input type="checkbox"/> Occupancy by only elderly families and families with disabilities <input checked="" type="checkbox"/>
3. Application status (select one) Approved; included in the PHA's Designation Plan <input checked="" type="checkbox"/> Submitted, pending approval <input type="checkbox"/> Planned application <input type="checkbox"/>
4. Date this designation approved, submitted, or planned for submission: 10/12/2001
5. If approved, will this designation constitute a (select one) <input type="checkbox"/> New Designation Plan <input checked="" type="checkbox"/> Revision of a previously-approved Designation Plan? Two Year Extension approved by HUD on 10/12/2001, effective 10/16/2001.
6. Number of units affected: 471 units
7. Coverage of action (select one) <input type="checkbox"/> Part of the development <input checked="" type="checkbox"/> Total development: 80% Elderly/20% Disabled of Total of All 3 Developments.

10. Conversion of Public Housing to Tenant-Based Assistance

[24 CFR Part 903.7 9 (j)]

A. Assessments of Reasonable Revitalization Pursuant to section 202 of the HUD FY 1996 HUD Appropriations Act

1. ☐ Yes ☒ **No:** Have any of the PHA's developments or portions of developments been identified by HUD or the PHA as covered under section 202 of the HUD FY 1996 HUD Appropriations Act?

2. Activity Description

☐ Yes ☐ No: Has the PHA provided all required activity description information for this component in the **optional** Public Housing Asset Management Table? If "yes", skip to component 11. If "No", complete the Activity Description table below.

Not Applicable

Conversion of Public Housing Activity Description
1a. Development name: 1b. Development (project) number:
2. What is the status of the required assessment? <input type="checkbox"/> Assessment underway <input type="checkbox"/> Assessment results submitted to HUD <input type="checkbox"/> Assessment results approved by HUD <input type="checkbox"/> Other (explain below)
3. <input type="checkbox"/> Yes <input type="checkbox"/> No: Is a Conversion Plan required?
4. Status of Conversion Plan (select the statement that best describes the current status) <input type="checkbox"/> Conversion Plan in development <input type="checkbox"/> Conversion Plan submitted to HUD on: (DD/MM/YYYY) <input type="checkbox"/> Conversion Plan approved by HUD on: (DD/MM/YYYY) <input type="checkbox"/> Activities pursuant to HUD-approved Conversion Plan underway
5. Description of how requirements of Section 202 are being satisfied by means other than conversion (select one) <input type="checkbox"/> Units addressed in a pending or approved demolition application (date submitted or approved:) <input type="checkbox"/> Units addressed in a pending or approved HOPE VI demolition application (date submitted or approved:) <input type="checkbox"/> Units addressed in a pending or approved HOPE VI Revitalization Plan (date submitted or approved:) <input type="checkbox"/> Requirements no longer applicable: vacancy rates are less than 10 % <input type="checkbox"/> Requirements no longer applicable: site now has less than 300 units <input type="checkbox"/> Other: (describe below)

B. Reserved for Conversions pursuant to Section 22 of the U.S. Housing Act of 1937

C. Reserved for Conversions pursuant to Section 33 of the U.S. Housing Act of 1937

11. Homeownership Programs Administered by the PHA

[24 CFR Part 903.7 9 (k)]

During the Year 2 Plan, the QHA may move forward on the design of a Section 8 Homeownership Program.

A. Public Housing

Exemptions from Component 11A: Section 8 only PHAs are not required to complete 11A.

1. ☐ Yes ☒ **No:** Does the PHA administer any homeownership programs administered by the PHA under an approved section 5(h) homeownership program (42 U.S.C. 1437c(h)), or an approved HOPE I program (42 U.S.C. 1437aaa) or has the PHA applied or plan to apply to administer any homeownership programs under section 5(h), the HOPE I program, or section 32 of the U.S. Housing Act of 1937 (42 U.S.C. 1437z-4).

2. Activity Description

- ☐ Yes ☐ No: Has the PHA provided all required activity description information for this component in the **optional** Public Housing Asset Management Table? **Not Applicable**

Public Housing Homeownership Activity Description (Complete one for each development affected)
1a. Development name: 1b. Development (project) number:
2. Federal Program authority: <input type="checkbox"/> HOPE I <input type="checkbox"/> 5(h) <input type="checkbox"/> Turnkey III <input type="checkbox"/> Section 32 of the USHA of 1937 (effective 10/1/99)
3. Application status: (select one) <input type="checkbox"/> Approved; included in the PHA's Homeownership Plan/Program <input type="checkbox"/> Submitted, pending approval <input type="checkbox"/> Planned application
4. Date Homeownership Plan/Program approved, submitted, or planned for submission: (DD/MM/YYYY)
5. Number of units affected: 6. Coverage of action: (select one) <input type="checkbox"/> Part of the development <input type="checkbox"/> Total development

B. Section 8 Tenant Based Assistance

1. ☒ **Yes*** ☐ No: Does the PHA plan to administer a Section 8 Homeownership program pursuant to Section 8(y) of the U.S.H.A. of 1937, as implemented by 24 CFR part 982 ? (If “No”, skip to component 12; if “yes”, describe each program using the table below (copy and complete questions for each program identified), unless the PHA is eligible to complete a streamlined submission due to high performer status. **High performing PHAs** may skip to component 12.)

*** During the Year 2 Plan, the QHA may move forward on the design of a Section 8 Homeownership Program.**

2. Program Description:

a. Size of Program

- ☒ **Yes** ☐ No: Will the PHA limit the number of families participating in the section 8 homeownership option?

If the answer to the question above was yes, which statement best describes the number of participants? (Select one)

- ☒ **25 or fewer participants**
☐ 26 - 50 participants
☐ 51 to 100 participants
☐ More than 100 participants

b. PHA-established eligibility criteria

- ☒ **Yes** ☐ No: Will the PHA's program have eligibility criteria for participation in its Section 8 Homeownership Option program in addition to HUD criteria?

If yes, list criteria below:

The exact list of additional criteria is not yet determined, and will be subject to further review at the time that the QHA moves forward with the design of the Section 8 Homeownership Program. Additional criteria MIGHT include:

- 1. Limitation to graduates of “FSS” type Program.**
- 2. Graduate of Approved Homebuyer Counseling Program.**
- 3. Requirement for more than one year of employment.**
- 4. Utilization in Quincy only.**

12. PHA Community Service and Self-sufficiency Programs

[24 CFR Part 903.7 9 (l)]

The QHA's Community Service Policy (Hard Copy Attachment 11) is being made available as part of the Year 2 Plan.

A. PHA Coordination with the Welfare (TANF) Agency

1. Cooperative agreements:

- ☐ Yes ☒ No: Has the PHA entered into a cooperative agreement with the TANF Agency, to share information and/or target supportive services (as contemplated by section 12(d)(7) of the Housing Act of 1937)?

If yes, what was the date that agreement was signed? DD/MM/YY

2. Other coordination efforts between the PHA and TANF agency (select all that apply)

- ☒ Client referrals
☒ Information sharing regarding mutual clients (for rent determinations and otherwise)
☒ Coordinate the provision of specific social and self-sufficiency services and programs to eligible families
☐ Jointly administer programs
☐ Partner to administer a HUD Welfare-to-Work voucher program
☐ Joint administration of other demonstration program
☐ Other (describe)

B. Services and programs offered to residents and participants

(1) General

a. Self-Sufficiency Policies

Which if any of the following discretionary policies will the PHA employ to enhance the economic and social self-sufficiency of assisted families in the following areas? (Select all that apply)

- ☒ Public housing rent determination policies
☐ Public housing admissions policies
☐ Section 8 admissions policies
☐ Preference in admission to section 8 for certain public housing families
☐ Preferences for families working or engaging in training or education programs for non-housing programs operated or coordinated by the PHA
☐ Preference/eligibility for public housing homeownership option participation
☒ Preference/eligibility for section 8 homeownership option participation*
☐ Other policies (list below)

*** Dependent on Final Criteria when Program designed.**

b. Economic and Social self-sufficiency programs

- ☐ Yes ☒ **No***: Does the PHA coordinate, promote or provide any programs to enhance the economic and social self-sufficiency of residents? (If “yes”, complete the following table; if “no” skip to sub-component 2, Family Self Sufficiency Programs. The position of the table may be altered to facilitate its use.)

* See (2) FSS Information below.

Services and Programs				
Program Name & Description (including location, if appropriate)	Estimated Size	Allocation Method (waiting list/ random selection/ specific criteria/ other)	Access (development office / PHA main office / other provider name)	Eligibility (public housing or section 8 participants or both)

(2) Family Self Sufficiency program/s

a. Participation Description

Family Self Sufficiency (FSS) Participation		
Program	Voluntary Number of Participants (start of FY 2001 Estimate)	Actual Number of Participants (As of: 4/23/01)
Public Housing	See total below.	26
Section 8	See total below.	68
Total Voluntary Slots	100	94

- b. ☐ Yes ☐ No: If the PHA is not maintaining the minimum program size required by HUD, does the most recent FSS Action Plan address the steps the PHA plans to take to achieve at least the minimum program size?
If no, list steps the PHA will take below: **N/A**

C. Welfare Benefit Reductions

1. The PHA is complying with the statutory requirements of section 12(d) of the U.S. Housing Act of 1937 (relating to the treatment of income changes resulting from welfare program requirements) by: (select all that apply)

- ☒ Adopting appropriate changes to the PHA's public housing rent determination policies and train staff to carry out those policies
- ☒ Informing residents of new policy on admission and reexamination
- ☐ Actively notifying residents of new policy at times in addition to admission and reexamination.
- ☐ Establishing or pursuing a cooperative agreement with all appropriate TANF agencies regarding the exchange of information and coordination of services
- ☐ Establishing a protocol for exchange of information with all appropriate TANF agencies
- ☐ Other: (list below)

D. Reserved for Community Service Requirement pursuant to section 12(c) of the U.S. Housing Act of 1937

The QHA's Draft Community Service Policy is being made available as part of the Year 2 Plan and is provided as Hard Copy Attachment 12.

Other Resident Services

As authorized and assuming funding from HUD, the QHA will provide \$25 per unit to Resident Councils in Federal Public Housing. The QHA is still attempting to work out the budgetary approval mechanisms of this with HUD.

13. PHA Safety and Crime Prevention Measures

[24 CFR Part 903.7 9 (m)]

A. Need for measures to ensure the safety of public housing residents

1. Describe the need for measures to ensure the safety of public housing residents
(select all that apply)

- ☐ High incidence of violent and/or drug-related crime in some or all of the PHA's developments
- ☐ High incidence of violent and/or drug-related crime in the areas surrounding or adjacent to the PHA's developments
- ☒ **Residents fearful for their safety and/or the safety of their children**
- ☒ **Observed lower-level crime, vandalism and/or graffiti**
- ☐ People on waiting list unwilling to move into one or more developments due to perceived and/or actual levels of violent and/or drug-related crime
- ☐ Other (describe below)

2. What information or data did the PHA use to determine the need for PHA actions to improve safety of residents (select all that apply).

- ☒ **Safety and security survey of residents**
- ☒ **Analysis of crime statistics over time for crimes committed "in and around" public housing authority**
- ☐ Analysis of cost trends over time for repair of vandalism and removal of graffiti
- ☐ Resident reports
- ☐ PHA employee reports
- ☒ **Police reports**
- ☐ Demonstrable, quantifiable success with previous or ongoing anticrime/anti drug programs
- ☐ Other (describe below)

3. Which developments are most affected? (List below)

Riverview MA 20-1

B. Crime and Drug Prevention activities the PHA has undertaken or plans to undertake in the next PHA fiscal year

1. List the crime prevention activities the PHA has undertaken or plans to undertake: (select all that apply)

- ☐ Contracting with outside and/or resident organizations for the provision of crime- and/or drug-prevention activities
- ☐ Crime Prevention through Environmental Design
- ☒ **Activities targeted to at-risk youth, adults, or seniors**
- ☐ Volunteer Resident Patrol/Block Watchers Program
- ☒ **Other (describe below)**

Checkpoint Security System

2. Which developments are most affected? (List below)

C. Coordination between PHA and the police

1. Describe the coordination between the PHA and the appropriate police precincts for carrying out crime prevention measures and activities: (select all that apply)

- ☐ Police involvement in development, implementation, and/or ongoing evaluation of drug-elimination plan
- ☒ **Police provide crime data to housing authority staff for analysis and action**
- ☒ **Police have established a physical presence on housing authority property (e.g., community policing office, officer in residence)**
- ☒ **Police regularly testify in and otherwise support eviction cases**
- ☐ Police regularly meet with the PHA management and residents
- ☐ Agreement between PHA and local law enforcement agency for provision of above-baseline law enforcement services
- ☐ Other activities (list below)

2. Which developments are most affected? (List below)

D. Additional information as required by PHDEP/PHDEP Plan

PHAs eligible for FY 2001 PHDEP funds must provide a PHDEP Plan meeting specified requirements prior to receipt of PHDEP funds.

- ☒ **Yes** ☐ No: Is the PHA eligible to participate in the PHDEP in the fiscal year covered by this PHA Plan?
- ☒ **Yes** ☐ No: Has the PHA included the PHDEP Plan for FY 2001 in this PHA Plan?
- ☒ **Yes** ☐ No: This PHDEP Plan is an Attachment. **(Electronic File: "MA020b03")**

14. RESERVED FOR PET POLICY

[24 CFR Part 903.7 9 (n)]

The QHA's Pet Policy is being made available as part of the Year 2 Plan and is provided as Hard Copy Attachment 12.

15. Civil Rights Certifications

[24 CFR Part 903.7 9 (o)]

Civil rights certifications are included in the PHA Plan Certifications of Compliance with the PHA Plans and Related Regulations.

16. Fiscal Audit

[24 CFR Part 903.7 9 (p)]

1. ☒ **Yes** ☐ **No**: Is the PHA required to have an audit conducted under section 5(h)(2) of the U.S. Housing Act of 1937 (42 U.S.C. 1437c(h))? (If no, skip to component 17.)
2. ☒ **Yes** ☐ **No**: Was the most recent fiscal audit submitted to HUD?
3. ☐ **Yes** ☒ **No**: Were there any findings as the result of that audit?
4. ☐ **Yes** ☒ **No**: If there were any findings, do any remain unresolved?
If yes, how many unresolved findings remain? _____
5. ☐ **Yes** ☐ **No**: Have responses to any unresolved findings been submitted to HUD?
If not, when are they due (state below)?

17. PHA Asset Management

[24 CFR Part 903.7 9 (q)]

Exemptions from component 17: Section 8 only PHAs are not required to complete this component. High performing and small PHAs are not required to complete this component.

1. ☒ **Yes** ☐ **No**: Is the PHA engaging in any activities that will contribute to the long-term asset management of its public housing stock , including how the Agency will plan for long-term operating, capital investment, rehabilitation, modernization, disposition, and other needs that have **not** been addressed elsewhere in this PHA Plan?
2. What types of asset management activities will the PHA undertake? (select all that apply)
 - ☐ Not applicable
 - ☐ Private management
 - ☐ Development-based accounting
 - ☒ **Comprehensive stock assessment (RFP issued during April 2001)**
 - ☐ Other: (list below)
3. ☐ **Yes** ☒ **No**: Has the PHA included descriptions of asset management activities in the **optional** Public Housing Asset Management Table?

18. Other Information

[24 CFR Part 903.7 9 (r)]

A. Resident Advisory Board Recommendations

1. ☒ **Yes** ☐ **No:** Did the PHA receive any comments on the PHA Plan from the Resident Advisory Board/s?
2. If yes, the comments are: (if comments were received, the PHA **MUST** select one)
☒ **QHA Response Attached as Electronic Attachment 6 (Electronic File "MA020b06") and Copies of All Comments Attached as Hard Copy Attachment 13.**
☐ Provided below:
3. In what manner did the PHA address those comments? (Select all that apply)
☐ Considered comments, but determined that no changes to the PHA Plan were necessary.
☒ **The PHA changed portions of the PHA Plan in response to comments. List changes below:**
☐ Other: (list below)
 - a. **Will Adjust Section 8 Payment Standards to 120% of FMR—pending HUD approval.**
 - b. **Adopted Revisions to the Community Service Policy.**
 - c. **Adopted Revisions to the ACOP.**
 - d. **Adopted Revisions to the Federal Lease Addendum.**
 - e. **Adopted Revisions to the Pet Policy.**

B. Description of Election process for Residents on the PHA Board

1. ☐ **Yes** ☒ **No:** Does the PHA meet the exemption criteria provided section 2(b)(2) of the U.S. Housing Act of 1937? (If no, continue to question 2; if yes, skip to sub-component C.)
2. ☐ **Yes** ☒ **No:** Was the resident who serves on the PHA Board elected by the residents? (If yes, continue to question 3; if no, skip to sub-component C.)

3. Description of Resident Election Process

a. Nomination of candidates for place on the ballot: (select all that apply)

- ☐ Candidates were nominated by resident and assisted family organizations
- ☐ Candidates could be nominated by any adult recipient of PHA assistance
- ☐ Self-nomination: Candidates registered with the PHA and requested a place on ballot
- ☒ **Other: (describe)**

The QHA has one Resident Commissioner who is appointed by the Mayor and who is a current resident of federal public housing. The Resident Commissioner's name is Jean Kennedy. Her address is 9 Quarterdeck Rd., Apt. #4, Quincy, MA 02169.

b. Eligible candidates: (select one)

- ☐ Any recipient of PHA assistance
- ☐ Any head of household receiving PHA assistance
- ☒ **Any adult recipient of PHA assistance (By Self-Nomination).**
- ☐ Any adult member of a resident or assisted family organization
- ☐ Other (list)

c. Eligible voters: (select all that apply)

- ☐ All adult recipients of PHA assistance (public housing and section 8 tenant-based assistance)
- ☐ Representatives of all PHA resident and assisted family organizations
- ☒ **Other (list)**

The QHA has one Resident Commissioner who is appointed by the Mayor and who is a current resident of federal public housing. . The Resident Commissioner's name is Jean Kennedy. Her address is 9 Quarterdeck Rd., Apt. #4, Quincy, MA 02169.

C. Statement of Consistency with the Consolidated Plan

For each applicable Consolidated Plan, make the following statement (copy questions as many times as necessary).

1. Consolidated Plan jurisdiction: **City of Quincy**

2. The PHA has taken the following steps to ensure consistency of this PHA Plan with the Consolidated Plan for the jurisdiction: (select all that apply)

- ☒ The PHA has based its statement of needs of families in the jurisdiction on the needs expressed in the Consolidated Plan/s.
- ☒ The PHA has participated in any consultation process organized and offered by the Consolidated Plan agency in the development of the Consolidated Plan.
- ☒ The PHA has consulted with the Consolidated Plan agency during the development of this PHA Plan.
- ☒ Activities to be undertaken by the PHA in the coming year are consistent with the initiatives contained in the Consolidated Plan. (list below)*
- ☐ Other: (list below)

* The QHA serves a large number of low-income (under 80% of AMI) people in Quincy by providing them with needed and affordable housing.

4. The Consolidated Plan of the jurisdiction supports the PHA Plan with the following actions and commitments: (describe below)

D. Other Information Required by HUD

Use this section to provide any additional information requested by HUD.

The Housing Authority considers a major change in the content of the Agency Plan to consist of one or more the following:

1. Changes in waiting list preference criteria that are not already included in the Plan.
2. Implementation of a change in program incentives to increase the number of working households in the program that are not already included in the Plan.
3. A change in any open Annual Capital Program that crosses the cumulative 20% of total funds threshold.
4. **A decision to submit a major application such as a Demolition/Disposition or Allocation for Designated Housing application that is not already in-place; or is not already described in this plan; or is not simply an extension to a plan already approved by HUD.**
5. A decision to request a voluntary conversion of public housing to Section 8 Vouchers.
6. Establishment of final policies, procedures, and criteria for Section 8 Homeownership and/or Section 8 Project-Based Assistance programs.
7. Any major reduction in funding ($\geq 20\%$) from HUD for either the CFP (Capital Fund Program) or the PHDEP (Public Housing Drug Elimination Program).
8. **Establishment of the Final Policies and Procedures regarding the Grievance Policy. Note: Both the Section 8 Administrative Plan for Housing Choice Vouchers (being submitted with the Plan); and the Section 8 Administrative Plan for Enhanced Vouchers (previously approved by the QHA) will be subject to further review by interested parties.**

Attachments to QHA's Year 2 Agency Plan

Electronic File Attachments

Attachment 1: FY 2001 Capital Fund Program Annual Statement and 5-Year Action Plan (Electronic File "MA020b01")

Attachment 2: FY 2000 Revised Capital Fund Program Annual Statement and Performance and Evaluation Report (Electronic File "MA020b02")

Revised Attachment 3: **FY 2001 Public Housing Drug Elimination Program (PHDEP) Plan (Electronic File "MA020b03")**

Attachment 4: Year 1 Agency Plan Progress Report (Electronic File "MA020b04")

Attachment 5: Names and Addresses of Year 2 RAB Members (Electronic File "MA020b05")

Attachment 6: QHA Response to Resident Advisory Board and Public Hearing Comments (Electronic File "MA020b06")

New Attachment 7: **Performance and Evaluation Report for Comprehensive Grant Program MA06P020706-97 (Electronic File "MA020b07")**

New Attachment 8: **FY 2000 Public Housing Drug Elimination Program (PHDEP) Plan (Electronic File "MA020b08")**

Hard Copy File Attachments

Revised Attachment 7: **QHA Management Organizational Chart**

Attachment 8: Copy of HUD Approval Letter for the Approved Designated Housing Plan that covers all three of the QHA's elderly/disabled developments

Attachment 9: **QHA Admissions and Continued Occupancy Policy**

Attachment 10: **QHA Lease Addendum**

Attachment 11: **QHA Community Service Policy**

Attachment 12: **QHA Pet Policy**

Attachment 13: **Copies of Resident Advisory Board and Public Hearing Comments**

Attachment 14: **Section 8 Administrative Plan for Housing Choice Vouchers**

Attachment 15: **QHA Final Response to GBLS/HRCI RAB Comments**

Attachment 16: **QHA P&E Reports on Outstanding HUD CGPs**

New Attachment 17: **Copy of 10/12/2001 HUD Approval Letter for the Two Year Extension to the QHA's Designated Housing Plan, effective 10/16/2001.**

Certifications (Hard Copies)

Certification 1: PHA Plan Certification and Board Resolution

Certification 2: Consolidated Plan Certification

Certification 3: HUD-50070 Drug-Free Workplace Certification

Certification 4: SF-LLL Disclosure of Lobbying Activities Certification

Certification 5: HUD-50071 Certification of Payments to Influence Federal Transactions

**Revised and New Electronic File Attachments submitted with
December 21, 2001 Resubmission of FY 2001 Agency Plan**

Revised FY 2000 and FY 2001 QHA PHDEP (“MA020b03” and “MA020b08”)

QHA’s New Section 8 Admin Plan (“MA020b09”)

QHA’s Section 8 Admin Plan Amendment on Homeownership (“MA020b10”)

QHA’s Section 8 Admin Plan Amendment on Enhanced Vouchers (“MA020b11”)

**QHA’s Response to RAB/Public Hearing Comments on the Section 8 Admin Plan
 (“MA020b12”)**

**QHA’s Response to RAB/Public Hearing Comments on the Section 8 Admin Plan
 Enhanced Voucher Amendment (“MA020b13”)**

Annual Statement/Performance and Evaluation Report**Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part 1: Summary**PHA Name: **QUINCY HOUSING
AUTHORITY****Grant Type and Number**

Capital Fund Program Grant No: MA06P020501-00

Replacement Housing Factor Grant No:

Federal FY of Grant:

2000☐ Original Annual Statement ☐ Reserve for Disasters/ Emergencies ☒ Revised Annual Statement (revision no: 2)☒ Performance and Evaluation Report for Period Ending December 31, 2000 ☐ Final Performance and Evaluation Report

Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
		Original	Revised	Obligated	Expended
1	Total non-CFP Funds				
2	1406 Operations			-	-
3	1408 Management Improvements Soft Costs	\$300,280	\$300,280	\$0	\$0
	Management Improvements Hard Costs	-	-	-	-
4	1410 Administration	\$141,444	\$141,444	\$0	\$0
5	1411 Audit	-	-	-	-
6	1415 Liquidated Damages	-	-	-	-
7	1430 Fees and Costs	\$110,112	\$110,112	\$0	\$0
8	1440 Site Acquisition	-	-	-	-
9	1450 Site Improvement	\$145,572	\$191,397	\$0	\$0
10	1460 Dwelling Structures	\$512,040	\$516,215	\$0	\$0
11	1465.1 Dwelling Equipment—Nonexpendable	-	-	-	-
12	1470 Nondwelling Structures	\$180,000	\$130,000	\$0	\$0
13	1475 Nondwelling Equipment	\$25,000	\$25,000	\$0	\$0
14	1485 Demolition	-	-	-	-
15	1490 Replacement Reserve	-	-	-	-
16	1492 Moving to Work Demonstration	-	-	-	-
17	1495.1 Relocation Costs	-	-	-	-
18	1499 Development Activities	-	-	-	-
19	1502 Contingency	-	-	-	-
20	Amount of Annual Grant: (sum of lines 1-19)	\$1,414,448	\$1,414,448	\$0	\$0
21	Amount of line 19 Related to LBP Activities	-	-	-	-
22	Amount of line 19 Related to Section 504 compliance	\$32,142	\$32,142	\$0	\$0
23	Amount of line 19 Related to Security—Soft Costs	-	-	-	-
24	Amount of Line 19 related to Security—Hard Costs	\$47,737	\$47,737	\$0	\$0
25	Amount of line 19 Related to Energy Conservation Measures	-	-	-	-
26	Collateralization Expenses or Debt Service	-	-	-	-

Annual Statement/Performance and Evaluation Report
Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF)
Part II: Supporting Pages

PHA Name: QUINCY HOUSING AUTHORITY			Grant Type and Number Capital Fund Program Grant No: MA06P020501-00 Replacement Housing Factor Grant No:				Federal FY of Grant: 2000 Revision 2		
Development Number Name/HA-Wide Activities	General Description of Major Work Categories		Dev. Acct No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
					Original	Revised			
MA 20-1	Replace Concrete Stairs using force account		1460	Lump Sum	\$0	\$180,000			
MA 20-1	Replace Screen Doors/Jambs using force account		1460	Lump Sum	\$45,000	\$95,000			
MA 20-1	Resurface Asphalt Sidewalks/Drying Yards		1450	Lump Sum	\$0	\$51,675			
MA 20-2	Replace Faucets w/Levers using force account		1460	Lump Sum	\$78,000	\$32,142			
MA 20-2	Common Area Ventilation		1470	Lump Sum	\$50,000	\$50,000			
MA 20-2	Selective Floor Replacement using force account		1460	Lump Sum	\$50,000	\$50,000			
MA 20-2	Replace Hallway Carpets		1470	Lump Sum	\$50,000	\$50,000			
MA 20-2	Landscaping/Site Improvements		1450	Lump Sum	\$50,000	\$50,000			
MA 20-2	Kitchen Redesign		1460	Lump Sum	\$35,817	\$0			
TOTAL ALL	See Next Page								

Annual Statement/Performance and Evaluation Report
Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF)
Part II: Supporting Pages

PHA Name: QUINCY HOUSING AUTHORITY			Grant Type and Number Capital Fund Program Grant No: MA06P020501-00 Replacement Housing Factor Grant No:				Federal FY of Grant: 2000 Revision 2		
Development Number Name/HA-Wide Activities	General Description of Major Work Categories		Dev. Acct No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
					Original	Revised			
MA 20-4	Selective Floor Replacement		1460	Lump Sum	\$71,736	\$71,736			
MA 20-4	Install Bldg. Mounted Site Lighting using force account		1460	Lump Sum	\$5,850	\$5,850			
MA 20-4	Air Conditioning Common Space		1470	Lump Sum	\$30,000	\$30,000			
MA 20-4	Dumpster Doors		1460	Lump Sum	\$20,000	\$20,000			
MA 20-4	Renovate Grnd Flr – Stores		1470	Lump Sum	\$50,000	\$0			
MA 20-6	Exterior Site Improvements/Lighting		1450	Lump Sum	\$89,722	\$89,722			
MA 20-6	Ventilation Lndry/Common Area		1460	Lump Sum	\$125,000	\$25,000			
HA-Wide Ofc.	Security System (partial		1460	Lump Sum	\$36,487	\$36,487			
HA-Wide Ofc.	Increase/Modify Parking Area		1450	Lump Sum	\$50,000	\$0			
HA-Wide Ofc.	Maint. Equipment Replacement		1475	Lump Sum	\$25,000	\$25,000			
HA-Wide	Administrative Fees		1410	Lump Sum	\$141,444	\$141,444			
HA-Wide	A/E Consultant Fees		1430	Lump Sum	\$110,112	\$110,112			
TOTAL ALL	See Next Page								

Annual Statement/Performance and Evaluation Report
Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF)
Part II: Supporting Pages

PHA Name: QUINCY HOUSING AUTHORITY			Grant Type and Number Capital Fund Program Grant No: MA06P020501-00 Replacement Housing Factor Grant No:				Federal FY of Grant: 2000 Revision 2		
Development Number Name/HA-Wide Activities	General Description of Major Work Categories		Dev. Acct No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
					Original	Revised			
HA-Wide Mgmt Improvements	Management Consultant		1408	Lump Sum	\$25,000	\$25,000			
“	Resident Training Program		1408	Lump Sum	\$100,000	\$100,000			
“	Capital Fund Program Planning		1408	Lump Sum	\$2,000	\$2,000			
“	Accelerate Computer Implementation		1408	Lump Sum	\$50,000	\$50,000			
“	Staff Training Programs		1408	Lump Sum	\$30,000	\$30,000			
”	Create Evaluation System/Train Staff		1408	Lump Sum	\$3,000	\$3,000			
“	Update and Codify Policies and Procedures		1408	Lump Sum	\$5,000	\$5,000			
“	Update Communications Systems		1408	Lump Sum	\$41,300	\$41,300			
“	Upgrade Office Equipment		1408	Lump Sum	\$15,000	\$15,000			
“	Rental Marketing Plan		1408	Lump Sum	\$15,000	\$15,000			
“	Implement Preventive Maintenance Program		1408	Lump Sum	\$13,980	\$13,980			
TOTAL ALL	See Above Items				\$1,414,448	\$1,414,448			

Annual Statement/Performance and Evaluation Report
Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF)
Part III: Implementation Schedule

PHA Name: Quincy Housing Authority		Grant Type and Number Capital Fund Program No: MA06P020501-00 Replacement Housing Factor No:				Federal FY of Grant: 2000 Revision 2	
Development Number Name/HA-Wide Activities	All Fund Obligated (Quarter Ending Date)			All Funds Expended (Quarter Ending Date)			Reasons for Revised Target Dates
	Original	Revised	Actual	Original	Revised	Actual	
HA-WIDE Management Improvements	6/30/02	6/30/02		6/30/03	6/30/03		N/A
MA 20-1	6/30/02	6/30/02		6/30/03	6/30/03		N/A
MA 20-2	6/30/02	6/30/02		6/30/03	6/30/03		N/A
MA 20-4	6/30/02	6/30/02		6/30/03	6/30/03		N/A
MA 20-6	6/30/02	6/30/02		6/30/03	6/30/03		N/A
HA-Wide Admin Ofcs,	6/30/02	6/30/02		6/30/03	6/30/03		N/A
HA-Wide Admin (10%)	6/30/02	6/30/02		6/30/03	6/30/03		N/A
HA-Wide Fees & Costs	6/30/02	6/30/02		6/30/03	6/30/03		N/A

Annual Statement/Performance and Evaluation Report**Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part 1: Summary**PHA Name: **QUINCY HOUSING
AUTHORITY**

Grant Type and Number

Capital Fund Program Grant No: MA06P020501-01

Replacement Housing Factor Grant No:

Federal FY of Grant:

2001☒ **Original Annual Statement**☐ **Reserve for Disasters/ Emergencies**☐ **Revised Annual Statement (revision no:)**☐ **Performance and Evaluation Report for Period Ending:**☐ **Final Performance and Evaluation Report**

Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
		Original	Revised	Obligated	Expended
1	Total non-CFP Funds				
2	1406 Operations			-	-
3	1408 Management Improvements Soft Costs	\$289,315	\$0	\$0	\$0
	Management Improvements Hard Costs	-	-	-	-
4	1410 Administration	\$144,657	\$0	\$0	\$0
5	1411 Audit	-	-	-	-
6	1415 Liquidated Damages	-	-	-	-
7	1430 Fees and Costs	\$100,000	\$0	\$0	\$0
8	1440 Site Acquisition	-	-	-	-
9	1450 Site Improvement	\$286,821	\$0	\$0	\$0
10	1460 Dwelling Structures	\$390,127	\$0	\$0	\$0
11	1465.1 Dwelling Equipment—Nonexpendable	-	-	-	-
12	1470 Nondwelling Structures	\$115,657	\$0	\$0	\$0
13	1475 Nondwelling Equipment	\$120,000	\$0	\$0	\$0
14	1485 Demolition	-	-	-	-
15	1490 Replacement Reserve	-	-	-	-
16	1492 Moving to Work Demonstration	-	-	-	-
17	1495.1 Relocation Costs	-	-	-	-
18	1499 Development Activities	-	-	-	-
19	1502 Contingency	-	-	-	-
20	Amount of Annual Grant: (sum of lines 1-19)	\$1,446,577	\$0	\$0	\$0
21	Amount of line 19 Related to LBP Activities	-	-	-	-
22	Amount of line 19 Related to Section 504 compliance	\$16,675	\$0	\$0	\$0
23	Amount of line 19 Related to Security—Soft Costs	-	-	-	-
24	Amount of Line 19 related to Security—Hard Costs	\$0	\$0	\$0	\$0
25	Amount of line 19 Related to Energy Conservation Measures	-	-	-	-
26	Collateralization Expenses or Debt Service	-	-	-	-

Annual Statement/Performance and Evaluation Report
Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF)
Part II: Supporting Pages

PHA Name: QUINCY HOUSING AUTHORITY			Grant Type and Number Capital Fund Program Grant No: MA06P020501-01 Replacement Housing Factor Grant No:				Federal FY of Grant: 2001		
Development Number Name/HA-Wide Activities	General Description of Major Work Categories		Dev. Acct No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
					Original	Revised			
MA 20-1	Replace Concrete Stairs using force account		1460	Lump Sum	\$165,891				
MA 20-1	Replace Screen Doors/Jambs		1460	Lump Sum	\$50,000				
MA 20-1	Landscaping/Site Improvements		1450	Lump Sum	\$140,833				
MA 20-2	Replace Entry Door		1460	Lump Sum	\$85,800				
MA 20-2	Replace Shower Valves/Faucets using force account		1470	Lump Sum	\$8,227				
MA 20-2	Install Stair Treads using force account		1470	Lump Sum	\$20,657				
MA 20-2	Replace Emergency Generator		1475	Lump Sum	\$95,000				
MA 20-4	Central Heat - Hallways		1460	Lump Sum	\$17,000				
MA 20-4	Install Toggle Switches-All Outlets using force account		1460	Lump Sum	\$57,255				
MA 20-4	Replace Emergency Generator		1470	Lump Sum	\$95,000				
MA 20-6	Landscaping/Site Improvements		1450	Lump Sum	\$145,988				
MA 20-6	Install Heat Lamp-HP Baths using force account		1460	Lump Sum	\$750				
HA-Wide Ofc.	Repair Roof Day Care Center		1460	Lump Sum	\$5,204				
HA-Wide Ofc.	Maint. Equipment Replacement		1475	Lump Sum	\$25,000				
HA-Wide	Administrative Fees		1410	Lump Sum	\$144,657				
HA-Wide	A/E Consultant Fees		1430	Lump Sum	\$100,000				
TOTAL ALL	See Above Items								

Annual Statement/Performance and Evaluation Report
Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF)
Part II: Supporting Pages

PHA Name: QUINCY HOUSING AUTHORITY			Grant Type and Number Capital Fund Program Grant No: MA06P020501-01 Replacement Housing Factor Grant No:				Federal FY of Grant: 2001		
Development Number Name/HA-Wide Activities	General Description of Major Work Categories		Dev. Acct No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
					Original	Revised			
HA-Wide Mgmt Improvements	Management Consultant		1408	Lump Sum	\$26,425				
“	Resident Training Program		1408	Lump Sum	\$120,000				
“	Capital Fund Program Planning		1408	Lump Sum	\$2,000				
“	Accelerate Computer Implementation		1408	Lump Sum	\$14,590				
“	Staff Training Programs		1408	Lump Sum	\$30,000				
“	Update Communications Systems		1408	Lump Sum	\$50,000				
“	Upgrade Office Equipment		1408	Lump Sum	\$20,000				
“	Rental Marketing Plan		1408	Lump Sum	\$15,000				
“	Implement Preventive Maintenance Program		1408	Lump Sum	\$11,300				
TOTAL ALL	See Above Items				\$1,446,577				

Annual Statement/Performance and Evaluation Report
Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF)
Part III: Implementation Schedule

PHA Name: Quincy Housing Authority		Grant Type and Number Capital Fund Program No: MA06P020501-01 Replacement Housing Factor No:					Federal FY of Grant: 2001
Development Number Name/HA-Wide Activities	All Fund Obligated (Quarter Ending Date)			All Funds Expended (Quarter Ending Date)			Reasons for Revised Target Dates
	Original	Revised	Actual	Original	Revised	Actual	
HA-WIDE Management Improvements	3/31/03			3/31/04			N/A
MA 20-1	3/31/03			3/31/04			N/A
MA 20-2	3/31/03			3/31/04			N/A
MA 20-4	3/31/03			3/31/04			N/A
MA 20-6	3/31/03			3/31/04			N/A
HA-Wide Admin Ofcs,	3/31/03			3/31/04			N/A
HA-Wide Admin (10%)	3/31/03			3/31/04			N/A
HA-Wide Fees & Costs	3/31/03			3/31/04			N/A

Capital Fund Program Five-Year Action Plan

Part I: Summary

PHA Name Quincy Housing Authority		501-01		<input checked="" type="checkbox"/> Original 5-Year Plan <input type="checkbox"/> Revision No:	
Development Number/Name/HA-Wide	Year 1 [501-01]	Work Statement Yr 2 FFY Grant: 2002 PHA FY: [501-02]	Work Statement – Yr 3 FFY Grant: 2003 PHA FY: [501-03]	Work Statement - Yr 4 FFY Grant: 2004 PHA FY: [501-04]	Work Statement - Yr 5 FFY Grant: 2005 PHA FY: [501-05]
Other PHA-WIDE Non-Physical	See Annual Statement	\$144,657 for Admin, \$100,000 for fees & costs	\$144,657 for Admin, \$100,000 for fees & costs	\$144,657 for Admin, \$100,000 for fees & costs	\$144,657 for Admin, \$100,000 for fees & costs
PHA-WIDE Management Improvements	See Annual Statement	\$289,315 for various Mgmt. Items incl. Resident & Staff Training, Consultant Services, Ofc. equipment, Planning /Implementation of programs	\$289,315 for various Mgmt. Items incl. Resident & Staff Training, Consultant Services, Ofc. equipment, Planning /Implementation of programs	\$289,315 for various Mgmt. Items incl. Resident & Staff Training, Consultant Services, Ofc. equipment, Planning /Impl. of programs	\$289,315 for various Mgmt. Items incl. Resident & Staff Training, Consultant Services, Ofc. equipment, Planning /Implementation of programs
PHA-WIDE & Admin. Office Improvements	See Annual Statement	\$50,000 for paving ofc parking area, \$25,000 for Equipment replacement	\$22,491 for Equipment replacement	\$126,000 for Teen Center, \$22,491 for Equipment replacement	\$22,491 for Equipment replacement
MA 20-1	See Annual Statement	\$80,000 for landscaping, \$122,689 for kitchen renovations (partial), \$33,000 for masonite siding	\$525,825 for energy related work, \$124,353 for kitchen renovations (partial)	\$732,914 for kitchen renovations (partial)	\$583,114 for Various Physical Improvements to be determined by a new physical needs assessment
MA 20-2		\$83,308 for landscaping & bldg. exterior work, \$165,237 for energy related work, \$133,883 for interior work, doors & faucets.	\$0	\$0	\$76,750 for kitchen redesign
MA 20-4	See Annual Statement	\$94,488 for landscaping, \$25,000 of building exterior work	\$211,559 for energy related work	\$0	\$185,250 for new closet doors, \$50,000 to renovate ground floor space to stores
MA 20-6	See Annual Statement	\$100,000 for common area ventilation	\$28,377 for energy related work	\$31,200 for new closet doors	\$95,000 for emergency generator
Total CFP Funds (Est.)	\$1,446,577	\$1,446,577	\$1,446,577	\$1,446,577	\$1,446,577
Total Replacement Housing Factor Funds	N/A	N/A	N/A	N/A	N/A

Public Housing Drug Elimination Program Plan

Note: THIS PHDEP Plan template (HUD 50075-PHDEP Plan) is to be completed in accordance with Instructions located in applicable PIH Notices.

Annual PHDEP Plan Table of Contents:

1. General Information/History
2. PHDEP Plan Goals/Budget
3. Milestones
4. Certifications

Section 1: General Information/History

A. Amount of PHDEP Grant \$159,208

B. Eligibility type (Indicate with an "x") N1 X N2 R

C. FFY in which funding is requested FY2001

D. Executive Summary of Annual PHDEP Plan

In the space below, provide a brief overview of the PHDEP Plan, including highlights of major initiatives or activities undertaken. It may include a description of the expected outcomes. The summary must not be more than five (5) sentences long

The Quincy Housing Authority will use a comprehensive and prevention-based approach to attack the problem of drug-related crime in the Germantown area. Funds requested will permit policing and equipment to support various patrols as well as solidify services necessary for drug prevention and elimination in the Germantown area thus improving the quality of life issues for Germantown residents.

A PHDEP Coordinator, with the support of the outreach staff, will function as a liaison between the QHA, Quincy Police Department, the residents and various community agencies and organizations. The QHA also operates a broad range of year around adult and child education programs and preventive activities using PHDEP grant funds.

E. Target Areas

Complete the following table by indicating each PHDEP Target Area (development or site where activities will be conducted), the total number of units in each PHDEP Target Area, and the total number of individuals expected to participate in PHDEP sponsored activities in each Target Area.

PHDEP Target Areas (Name of development(s) or site)	Total # of Units within the PHDEP Target Area(s)	Total Population to be Served within the PHDEP Target Area(s)
<i>Riverview Family Housing Development</i>	<i>180</i>	<i>526</i>

F. Duration of Program

Indicate the duration (number of months funds will be required) of the PHDEP Program proposed under this Plan (place an "x" to indicate the length of program by # of months. For "Other", identify the # of months).

6 Months _____ 12 Months _____ 18 Months _____ 24 Months X Other _____

G. PHDEP Program History

Indicate each FY that funding has been received under the PHDEP Program (place an "x" by each applicable Year) and provide amount of funding received. If previously funded programs have not been closed out at the time of this submission, indicate the fund balance and anticipated completion date. For grant extensions received, place "GE" in column or "W" for waivers.

Fiscal Year of Funding	PHDEP Funding Received	Grant #	Fund Balance as of Date of this Submission	Grant Extensions or Waivers	Anticipated Completion Date
FY 1996					
FY 1997					
FY 1998					
FY1999	\$143,181.00	MA06DEP0200199	\$30,000.00	N/A	12/01
FY 2000	\$149,224.00	MA06DEP0200100	\$149,224.00	N/A	12/02
FY 2001	\$159,208.00	MA06DEP0200101	\$159,208.00	N/A	12/03

Section 2: PHDEP Plan Goals and Budget

A. PHDEP Plan Summary

In the space below, summarize the PHDEP strategy to address the needs of the target population/target area(s). Your summary should briefly identify: the broad goals and objectives, the role of plan partners, and your system or process for monitoring and evaluating PHDEP-funded activities. This summary should not exceed 5-10 sentences.

In its "Quality of Life" Survey, Quincy Housing Authority (QHA) residents demonstrated that they "lacked a perceived knowledge of agencies that they could turn to for help." Through its PHDEP Grant, the Quincy Housing Authority seeks to:

- Continue developing a comprehensive PHDEP based on feedback of needs from QHA annual "Quality of Life" survey***
- Support the PHDEP Coordinator and staff, in coordination with various community organizations including the local YMCA which will be integrally involved in program activities***
- Further develop the relationship with the Quincy Police Department (in particular its Community Policing Program) supplementing the existing Community Policing Program with added weekend and summer coverage***
- Enhance community outreach and collaboration.***
- Providing a comprehensive adult education program targeted at supporting welfare to work opportunities***
- Providing computer training, homework/after school programs, summer programs and recreational activities intended to strengthen positive alternatives among youth***

and adults who are QHA residents, while minimizing opportunities and temptations to be involved in criminal and drug activities

- *Providing a comprehensive adult education program targeted at supporting welfare to work opportunities and serving various other targeted populations.*
- *As discussed is each Activity in Section C. PHDEP Plan Goals and Activities, under Performance Indicators, every PHDEP Activity will be monitored with respect to, as applicable, resident utilization statistics and attendance, crime rates, resident surveys, school attendance rates, grades and graduation rates, and job acquisition and retention rates.*

B. PHDEP Budget Summary

Enter the total amount of PHDEP funding allocated to each line item.

FY 2001 PHDEP Budget Summary	
Budget Line Item	Total Funding
9110 - Reimbursement of Law Enforcement	\$10,000.00
9120 – Security Personnel	
9130 – Employment of Investigators	
9140 – Voluntary Tenant Patrol	
9150 - Physical Improvements	
9160 - Drug Prevention	\$149,208.00
9170 - Drug Intervention	
9180 - Drug Treatment	
9190 - Other Program Costs	
TOTAL PHDEP FUNDING	\$159,208.00

C. PHDEP Plan Goals and Activities

In the tables below, provide information on the PHDEP strategy summarized above by budget line item. Each goal and objective should be numbered sequentially for each budget line item (where applicable). Use as many rows as necessary to list proposed activities (additional rows may be inserted in the tables). PHAs are not required to provide information in shaded boxes. Information provided must be concise—not to exceed two sentences in any column. Tables for line items in which the PHA has no planned goals or activities may be deleted.

9110 - Reimbursement of Law Enforcement					Total PHDEP Funding: \$10,000.00		
Goal(s)	To enhance the Quincy Police Department's Community Policing Program in Germantown						
Objectives	1. Support the QPD's Community Policing Program in Germantown, including two Community Police Officers, involvement in summer youth activities, further consistent outreach to community base, increased visibility, and regular reports year-round 2. Fund additional Community Policing patrols to address criminal late night occurring during the summer in the Germantown section of Quincy						
Proposed Activities	# of Person s Served	Target Population	Start Date	Expected Complete Date	PHDEP Funding	Other Funding (Amount/ Source)	Performance Indicators
1.Quincy Police Department—Community Policing Program			1/01	12/02	\$10,000	\$	1. Decreases in crime and drug rates in the Germantown section of Quincy; 2. Conduct crime prevention forums in conjunction with the QPD; 3. Evidence that information about the QPD Community Policing Program is being provided to QHA residents through pamphlets; 4. Evidence that appropriate crime statistics are recorded; 5. Evidence that forms have been developed that will assist in the compilation of data that will obtain future grants; 6. Documentation of performance of QPD patrols.

9120 - Security Personnel					Total PHDEP Funding: \$		
Goal(s)							
Objectives							
Proposed Activities	# of Person s Served	Target Population	Start Date	Expected Complete Date	PHDEP Funding	Other Funding (Amount /Source)	Performance Indicators
1.							
2.							
3.							

9130 - Employment of Investigators					Total PHDEP Funding: \$		
Goal(s)							
Objectives							
Proposed Activities	# of Person s Served	Target Population	Start Date	Expected Complete Date	PHDEP Funding	Other Funding (Amount /Source)	Performance Indicators
1.							
2.							
3.							

9140 - Voluntary Tenant Patrol					Total PHDEP Funding: \$0.00		
Goal(s)	Establish and support ongoing Voluntary Tenant Patrols throughout the public housing sites in Germantown						
Objectives	1. Assist the Resident Organizations to implement Voluntary Tenant Patrols; 2. Support the Voluntary Tenant Patrols through training, equipment, and coordination with the QHA and QPD.						
Proposed Activities	# of Person s Served	Target Population	Start Date	Expected Complete Date	PHDEP Funding	Other Funding (Amount /Source)	Performance Indicators
1.Support the ROs in implementing Voluntary Tenant Patrols	526	All Riverview Residents	1/01	12/02	\$0.00		1. Decreases in crime and drug rates in the Germantown section of Quincy; 2. Participate in crime prevention forums in conjunction with the QPD; 3. Evidence that information about the QPD Community Policing Program is being provided to QHA residents;
2.							

9150 - Physical Improvements					Total PHDEP Funding: \$		
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Goal(s)							
Objectives							
Proposed Activities	# of Person s Served	Target Population	Start Date	Expected Complete Date	PHDEP Funding	Other Funding (Amount /Source)	Performance Indicators
1.							
2.							
3.							

9160 - Drug Prevention					Total PHDEP Funding: \$149,208.00		
Goal(s)	To reduce the risk of children, youth and adult residents becoming involved in criminal and drug activities by providing effective alternatives and education and training in support of healthier life-styles.						
Objectives	1. Work with the community and residents in marketing and outreach to expand collaboration with community agencies and program participation 2. Enhance QPD outreach 3. Expand program activities for tenants year-round 4. Expand translation and language services 5. Expand monitoring of services						
Proposed Activities	# of Person s Served	Target Population	Start Date	Expected Complete Date	PHDEP Funding	Other Funding (Amount /Source)	Performance Indicators
1. PHDEP Personnel, including a PHDEP Coordinator, two Resident Youth Leaders and Resident Initiative Coordinator, with fringe benefits and supplies, as applicable	526	Residents of the Riverview Family Housing Development	1/01	12/02	\$128,581	103,575	1. Evidence of coordination and management of the PHDEP-related programs and activities; 2. Evidence that the fiduciary responsibilities of the QHA with reference to the PHDEP Grant; 3. Survey results from annual "Quality of Life" survey indicating that residents' concerns are being addressed; 4. Evidence that an accurate database of QHA programs and participants served has been developed and maintained; 5. Documentation that a strict "One Strike Policy" has been incorporated in the QHA's lease; 6. Monthly reports of programs and activities are maintained;

2. Adult Education (ESOL Training, GED Training, Computer Training, and Welfare to Work programs and groups), including expanded translation and language services and expanded hours of service	170	Adult residents of the Riverview Family Housing Development	1/01	12/02	\$10,000	\$30,000	<ol style="list-style-type: none"> 1. Attendance records exist for all scheduled programs and activities; 2. Evidence of program effectiveness through testing and other outcome measures; 3. Records to indicate successful job searches and work enhancement, as a result of training participation; 4. Evidence that programs and activities are reviewed on a regular basis (at least semi-annually) to ensure that they reflect the needs identified in the resident "Quality of Life" surveys; 5. Evidence that supplies have been acquired through donations.
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3. Youth Education (Computer Training, Homework/After School and Summer Programs, i.e., YMCA), including outreach to community organizations and entities for marketing, outreach service development, implementation and oversight	80	Youth residents of the Riverview Family Housing Development	1/01	12/02	\$10,627	\$30,000	<ol style="list-style-type: none"> 1. Attendance records exist for all scheduled programs and activities; 2. Evidence of program effectiveness through testing and other outcome measures, such as school report cards; 3. Records to indicate successful school participation is supported as a result of PHDEP program participation; 4. Evidence that programs and activities are reviewed on a regular basis (at least semi-annually) to ensure that they reflect the needs identified in the resident "Quality of Life" surveys; 5. Evidence that supplies have been acquired through donations.
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4. Recreation (organizations including the YMCA)	200	Youth residents of the Riverview Family Housing Development	1/01	12/02	\$0	133,000	<ol style="list-style-type: none"> 1. Attendance records exist for all scheduled programs and activities; 2. Evidence of program effectiveness through changes in crime rates, vandalism, and associated behaviors; 3. Records to indicate successful school participation is supported as a result of PHDEP program participation; 4. Evidence that programs and activities are reviewed on a regular basis (at least semi-annually) to ensure that they reflect the needs identified in the resident "Quality of Life" surveys; 5. Evidence that supplies have been acquired through donations
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9170 - Drug Intervention					Total PHDEP Funding: \$		
Goal(s)							
Objectives							
Proposed Activities	# of Person s Served	Target Population	Start Date	Expected Complete Date	PHDEP Funding	Other Funding (Amount /Source)	Performance Indicators
1.							
2.							
3.							

9180 - Drug Treatment					Total PHDEP Funding: \$		
Goal(s)							
Objectives							
Proposed Activities	# of Person s Served	Target Population	Start Date	Expected Complete Date	PHDEP Funding	Other Funding (Amount /Source)	Performance Indicators
1.							
2.							
3.							

9190 - Other Program Costs					Total PHDEP Funds: \$		
Goal(s)							
Objectives							
Proposed Activities	# of Person s Served	Target Population	Start Date	Expected Complete Date	PHDEP Funding	Other Funding (Amount /Source)	Performance Indicators
1.							
2.							
3.							

Section 3: Expenditure/Obligation Milestones

Indicate by Budget Line Item and the Proposed Activity (based on the information contained in Section 2 PHDEP Plan Budget and Goals), the % of funds that will be expended (at least 25% of the total grant award) and obligated (at least 50% of the total grant award) within 12 months of grant execution.

Budget Line Item #	25% Expenditure of Total Grant Funds By Activity #	Total PHDEP Funding Expended (sum of the activities)	50% Obligation of Total Grant Funds by Activity #	Total PHDEP Funding Obligated (sum of the activities)
<i>e.g Budget Line Item # 9120</i>	<i>Activities 1, 3</i>		<i>Activity 2</i>	
9110	<i>Activity 1</i>	\$2,500.00	<i>Activity 1</i>	\$5,000.00
9120				
9130				
9140				
9150				
9160	<i>Activities 1, 2, 3</i>	\$37,302.00	<i>Activities 1, 2, 3</i>	\$74,604.00
9170				
9180				
9190				
TOTAL		\$39,802.00		\$79,604.00

Section 4: Certifications

A comprehensive certification of compliance with respect to the PHDEP Plan submission is included in the “PHA Certifications of Compliance with the PHA Plan and Related Regulations.”

Quincy Housing Authority

Year 1 Agency Plan Progress Report

During Year 1, the QHA made the following progress in meeting its Agency Plan objectives:

1. Implemented HUD Mandatory Income Disregards.
2. Implemented a Flat Rent Program.
3. Implemented the state elderly income disregard in rent determination for federal elderly residents. In Year 1, this disregard was \$105 per week. For Year 2, this disregard will be increased to \$135 per week.
4. Adopted a requirement that tenants DO NOT have to report income changes between income reexaminations; however, tenants DO have to report family composition changes between income reexaminations.
5. Adopted a Payment Standard of 110% of FMR for the Section 8 Program during Year 1. Pending HUD's approval, this payment standard will be increased to 120% during Year 2.
6. Reopened the Year 1 RAB process to readjust the FY 2000 Capital Fund Program to reflect funding priorities for the Riverview (MA 20-1) development.
7. Implemented initiatives under the successful PHDEP program.
8. Continued the on-going and successful Voluntary FSS Program with its 94 participants.
9. During Year 1, issued an RFP for a Physical Condition and Comprehensive Stock Assessment of Federal Public Housing to be completed during Year 2.
10. During Year 1, prepared Drafts of the following Policies and Procedures to be implemented during Year 2:
 - a. Admissions and Continued Occupancy Policy.
 - b. Grievance Procedure.
 - c. Lease Addendum.
 - d. Community Service Policy.
 - e. Pet Policy.
 - f. Section 8 Administrative Plans for Housing Choice and Enhanced Vouchers.

Quincy Housing Authority Year 2 HUD Agency Plan

Names and Addresses of Resident Advisory Board (RAB) Members

Name of RAB Member	Address
Michelle Leister	65 Miller St. #7B, Quincy, MA 02169
Gordon Johnson	109 Curtis Ave. #1301, Quincy, MA 02169
Grace Raymondi	25 Quarterdeck Rd. #3, Quincy, MA 02169
Fon Nguyen	217 W. Squantum St. #1, Quincy, MA 02169
James Chaplain	191 Burgin Pkwy. #4, Quincy, MA 02169
John Dansereau	73 Bicknell St. #335, Quincy, MA 02169
Sandy Ames	73 Bicknell St. #618, Quincy, MA 02169
Jean Kennedy	9 Quarterdeck Rd. #4, Quincy, MA 02169
Marion Rogan	25 Quarterdeck Rd. #4, Quincy, MA 02169
Michael Iacovo	65 Greentree Lane #48, Quincy, MA 02169
Centhe Caffey	1035 Southern Artery #111, Quincy, MA 02169
Kevin Matta	73 Bicknell St. #G5, Quincy, MA 02169
Daniel Gear	109 Curtis Ave. #904, Quincy, MA 02169
Francis Fidler	60 Quarterdeck Rd. #4, Quincy, MA 02169
Elizabeth Reppucci	1296 Furnace Brook Pkwy., Quincy, MA 02169
Judy Dacey	37 Bower Rd., Quincy, MA 02169
David Ibrahim	13 Atherton St., Quincy, MA 02169
Eleanor Crowe	17 Quarterdeck Rd. #1, Quincy, MA 02169
Linda Garcia*	Greater Boston Legal Services (GBLS)*, Boston, MA
* Linda Garcia, GBLS, served as Advisor to the Harborview Residents Committee, Inc. (HRCI), the resident organization representing Quincy's family public housing tenants.	

Summary of Responses to Comments from the RAB and Public Hearing, regarding Quincy Housing Authority's Year HUD Agency Plans

Introduction

From February 13-June 25, 2001, the Quincy Housing Authority conducted eight (8) meetings with the Resident Advisory Board (RAB) to review, discuss, and to receive input into the QHA's Five-Year and Year 2 Annual Agency Plans. The RAB was comprised of tenants from all of the QHA's federal family and elderly/disabled developments as well as Section 8 program participants. Additionally, Greater Boston Legal Services (GBLS) represented the federal family residents from Harborview Residents Committee, Inc. (HRCI) throughout these deliberations, which spanned five (5) months. In addition to the eight (8) RAB Meetings, there were at least ten (10) smaller group meetings with RAB and GBLS representatives to discuss various new policies being proposed by the QHA. Additionally, the Final Public Hearing on the QHA's Agency Plans was held on June 27, 2001.

During the course of the five months of deliberations on the QHA's Agency Plans, numerous suggestions, comments, and recommendations were made. Many of these comments involved clarifications, corrections, and elaborations to elements of the plan. Almost all of these clarifications, corrections, and elaborations were addressed as the QHA's Agency Plan evolved (and refined Drafts were submitted to the RAB on a regular basis) and are incorporated into the Final Plan being submitted to HUD. All written comments on the QHA's Plan from the RAB and GBLS are provided as Hard Copy Attachment 13 and are not repeated here.

The QHA's response, which follows, focuses on the following two areas:

1. RAB and GBLS Comments from February 13-June 25, 2001.
2. June 27, 2001 Public Hearing Comments.

The QHA's response to the various comments raised is as follows:

A. Response to RAB and GBLs Comments from February 13-June 25, 2001.

RAB/GBLS Comments: The RAB and GBLs Comments on the Year 2 Agency Plan have been extensive. The RAB and GBLs Comments are not recited here, as they are included in their entirety as Hard Copy Attachment 13.

QHA Response: This is the 2nd year that the QHA has prepared a Public Housing Agency Plan as required by HUD under the QHWA of 1998. The timing for and preparation of the Plan this year came at a difficult time as the QHA, along with other PHAs throughout the country, was faced with numerous deadlines for implementing new policies and procedures, not the least of which was the Community Service requirement and not the easiest of which was the Pet Policy. Adding to the challenge of these times were the uncertainties presented by a new HUD administration in Washington DC and talk of both serious cutbacks to the Capital Fund Program and also the potential elimination of the Public Housing Drug Elimination Program.

Notwithstanding the pressure and anxiety of dealing with these issues and also managing the day-to-day activities of a large housing authority, the QHA embarked on the Year 2 Agency Plan process with the Resident Advisory Board in good faith and with an open mind. Over the course of eight (8) formal RAB meetings and ten (10) smaller group meetings to discuss seven (7) new policies and procedures, the QHA has listened, considered, and evaluated numerous recommendations from the RAB and the HRCI's advisor, GBLs. Many, many changes have been made to these policies and procedures to address the direct concerns and recommendations of the RAB and GBLs; however, as with any give-and-take process, many other recommendations have not been adopted.

In addition to implementing new policies and procedures involving Admissions and Occupancy, Grievance, Leasing, Community Service, Pets, and Section 8, the QHA will move forward in a number of new areas during Year 2, many of them in the Section 8 Program. As part of the Year 2 Plan, the QHA will increase its efforts in assisting Section 8 voucher holders with the addition of a Housing Search Worker and an increase in housing search time to up to 180 days. Additionally, the QHA will seek HUD's approval to increase its Section 8 Payment Standard to 120% of FMR and possibly to have 50th percentile rents approved. These changes should greatly assist voucher holders in accessing a wider range of housing opportunities. During Year 2, the QHA will also move forward in designing both a Section 8 Homeownership Program and a Section 8 Project-Based Assistance Program, further demonstrating its commitment to providing a broad range of affordable housing opportunities to persons of low-income.

Also, as part of the QHA's Year 2 initiatives, the plan calls for a comprehensive stock assessment of all of the QHA's federal public housing properties. This assessment will include an intensive focus on the Riverview Family development for future comprehensive modernization/redevelopment in a non-HOPE VI mode.

The QHA has made much progress over the past 2 years; however, much remains to be done. Not everyone (and that goes for the RAB, GBLS, and the QHA itself) is happy with the fact that all concerns and recommendations have not been addressed. Maybe, in this case, when everyone is not totally happy then it must indicate that the outcome was not bad is true, or, maybe more truthfully, this speaks to the fact that the Agency Plan is a work-in-progress.

The concept of give-and-take and the fact that the Agency Plan is a work-in-process cannot be forgotten. This is Year 2 of a 5 Year Plan, that will be followed by another 5 Year Plan. Progress has been made in Year 1 and more is anticipated in Year 2. More progress remains to be achieved, which will undoubtedly become part of the Year 3 and subsequent years' discussions.

B. June 27, 2001 Public Hearing Comments

RAB Comments: Two RAB members commented on the positive outcome of the long process and stated that there is still a long way to go.

QHA Response: The QHA agrees.

GBLS Comment: The GBLS Representative thought the QHA was not sufficiently addressing local housing needs; in particular the needs of the disabled, elderly, and domestic violence victims.

QHA Response: The QHA would like to explore how it might better address housing needs in its Year 3 Plan and, as appropriate, address these issues as part of the Year 3 RAB process.

GBLS Comment: The GBLS Representative requested RAB input into the QHA's Designated Housing Plan extension citing that some disabled Section 8 voucher holders were failing due to the lack of services.

QHA Response: The QHA would like to receive direct and specific information from GBLS on disabled voucher holders who are failing and/or having difficulty so that appropriate attention can be directed to this matter. However, the QHA does not at this time see the Designated Housing Plan being a RAB "re-opener" although the QHA's process for submitting this extension will be done in accordance with any public processes required.

GBLS Comment: The GBLS Representative requested that the RAB/GBLS wanted to see the Final Plan and Policies prior to the July 18, 2001 QHA Board Meeting.

QHA Response: The QHA agrees.

QCAP Comments: Two QCAP Representatives requested that the QHA continue its long tradition of partnerships with the QHA, in particular, on new initiatives such as those with the New Section 8 Homeownership Program.

QHA Response: The QHA agrees on the value of on-going partnerships and will explore these with the QCAP.

QCAP Comment: A QCAP Representative requested that the QHA do more in meeting the pressing housing needs in Quincy, especially as they relate to insufficient supply and exorbitant prices.

QHA Response: The QHA is committed to doing what it can, along with the City and other key players in the community, to address these serious issues.

GBIO Comment: A Representative of the Quincy Chapter of GBIO explained a New Two Family Homeownership Program and requested that a potential partnership with the QHA be explored.

QHA Response: The QHA agrees on the value of new partnerships in this important area and will explore this with the GBIO.

Annual Statement/Performance and Evaluation Report					
Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part 1: Summary					
PHA Name: QUINCY HOUSING AUTHORITY		Grant Type and Number Capital Fund Program Grant No: MA06P020706-97 Replacement Housing Factor Grant No:			Federal FY of Grant: 1998
<input type="checkbox"/> Original Annual Statement <input type="checkbox"/> Performance and Evaluation Report for Period Ending:		<input type="checkbox"/> Reserve for Disasters/ Emergencies <input checked="" type="checkbox"/> Final Performance and Evaluation Report		<input type="checkbox"/> Revised Annual Statement (revision no:)	
Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
		Original	Revised	Obligated	Expended
1	Total non-CFP Funds				
2	1406 Operations	\$123,348.00	\$123,348.00	\$123,348.00	\$123,348.00
3	1408 Management Improvements Soft Costs	\$246,697.00	\$246,697.00	\$246,697.00	\$246,697.00
	Management Improvements Hard Costs	-	-	-	-
4	1410 Administration	\$123,348.00	\$123,348.00	\$123,348.00	\$123,348.00
5	1411 Audit	-	-	-	-
6	1415 Liquidated Damages	-	-	-	-
7	1430 Fees and Costs	\$92,377.38	\$92,377.38	\$92,377.38	\$92,377.38
8	1440 Site Acquisition	-	-	-	-
9	1450 Site Improvement	\$0	\$0	\$0	\$0
10	1460 Dwelling Structures	\$521,937.71	\$521,937.71	\$521,937.71	\$521,937.71
11	1465.1 Dwelling Equipment—Nonexpendable	-	-	-	-
12	1470 Nondwelling Structures	\$115,193.18	\$115,193.18	\$115,193.18	\$115,193.18
13	1475 Nondwelling Equipment	\$10,587.73	\$10,587.73	\$10,587.73	\$10,587.73
14	1485 Demolition	-	-	-	-
15	1490 Replacement Reserve	-	-	-	-
16	1492 Moving to Work Demonstration	-	-	-	-
17	1495.1 Relocation Costs	-	-	-	-
18	1499 Development Activities	-	-	-	-
19	1502 Contingency	-	-	-	-
20	Amount of Annual Grant: (sum of lines 1-19)	\$1,233,489.00	\$1,233,489.00	\$1,233,489.00	\$1,233,489.00
21	Amount of line 19 Related to LBP Activities	-	-	-	-
22	Amount of line 19 Related to Section 504 compliance	\$64,700.00	\$0	\$0	\$0
23	Amount of line 19 Related to Security –Soft Costs	-	-	-	-
24	Amount of Line 19 related to Security—Hard Costs	\$0	\$0	\$0	\$0
25	Amount of line 19 Related to Energy Conservation Measures	-	-	-	-
26	Collateralization Expenses or Debt Service	-	-	-	-

Annual Statement/Performance and Evaluation Report
Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF)
Part II: Supporting Pages

PHA Name: QUINCY HOUSING AUTHORITY			Grant Type and Number Capital Fund Program Grant No: MA06P020706-97 Replacement Housing Factor Grant No:				Federal FY of Grant: 2000 Final P&E Report		
Development Number Name/HA-Wide Activities	General Description of Major Work Categories		Dev. Acct No.	Quantity	Total Estimated Cost		Total Actual Cost		Statu s of Work
					Original	Revised	Obligated	Expended	
MA 20-1	Boiler Repairs, Emergency		1460	Lump Sum	\$30,268.71	\$32,099.11	\$32,099.11	\$32,099.11	Comp
MA 20-1	Smoke Detectors, Basements		1460	Lump Sum	\$73,210.00	\$73,210.00	\$73,210.00	\$73,210.00	Comp
MA 20-2	Inst. Automatic Door Opener		1460	Lump Sum	\$2,722.05	\$2,722.05	\$2,722.05	\$2,722.05	Comp
MA 20-2	Waterproof Building Exterior		1460	Lump Sum	\$270,000.00	\$270,000.00	\$270,000.00	\$270,000.00	Comp
MA 20-4	Rep. Kitch/Bath Exhaust Fans		1460	Lump Sum	\$54,833.65	\$53,003.25	\$53,003.25	\$53,003.25	Comp
MA 20-4	Paint Stairwells, Inst.Treads		1470	Lump Sum	\$49,924.59	\$49,924.59	\$49,924.59	\$49,924.59	Comp
MA 20-6	Replace Roof		1470	Lump Sum	\$90,467.00	\$90,467.00	\$90,467.00	\$90,467.00	Comp
MA 20-6	Door Magnets, Handicapped Units		1460	Lump Sum	\$436.30	\$436.30	\$436.30	\$436.30	Comp
TOTAL ALL	See Above Items								

Annual Statement/Performance and Evaluation Report
Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF)
Part II: Supporting Pages

PHA Name: QUINCY HOUSING AUTHORITY		Grant Type and Number Capital Fund Program Grant No: MA06P020706-97 Replacement Housing Factor Grant No:				Federal FY of Grant: 1998 Final P&E Report			
Development Number Name/HA-Wide Activities	General Description of Major Work Categories		Dev. Acct No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
					Original	Revised	Obligated	Expended	
HA-Wide	Modify Entrances for 504 Compliance		1470	Lump Sum	\$1,307.59	\$1,307.59	\$1,307.59	\$1,307.59	Comp
HA-Wide	Renovate Admin. Office Space		1470	Lump Sum	\$8,689.00	\$8,689.00	\$8,689.00	\$8,689.00	Comp
HA-Wide	Maint. Storage Facility (Finish job)		1470	Lump Sum	\$15,272.00	\$15,272.00	\$15,272.00	\$15,272.00	Comp
HA-Wide	Renovate 26 Figurehead – Computer Center		1470	Lump Sum	\$40,000.00	\$40,000.00	\$40,000.00	\$40,000.00	Comp
HA-Wide	Computer Equipment		1475	Lump Sum	\$10,587.73	\$10,587.73	\$10,587.73	\$10,587.73	Comp
HA-Wide	Administrative Fees		1410	Lump Sum	\$123,348.00	\$123,348.00	\$123,348.00	\$123,348.00	Comp
HA-Wide	A/E Consultant Fees		1430	Lump Sum	\$92,377.38	\$92,377.38	\$92,377.38	\$92,377.38	Comp
HA-Wide	Operating Expense		1406	Lump Sum	\$123,348.00	\$123,348.00	\$123,348.00	\$123,348.00	Comp
TOTAL ALL	See Above Items								

Annual Statement/Performance and Evaluation Report
Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF)
Part II: Supporting Pages

PHA Name: QUINCY HOUSING AUTHORITY		Grant Type and Number Capital Fund Program Grant No: MA06P020706-97 Replacement Housing Factor Grant No:				Federal FY of Grant: 1998 Final P&E Report			
Development Number Name/HA-Wide Activities	General Description of Major Work Categories		Dev. Acct No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
					Original	Revised	Obligated	Expended	
HA-Wide Mgmt Improvements	Management Consultant		1408	Lump Sum	\$50,000.00	\$50,000.00	\$50,000.00	\$50,000.00	Complete
"	Resident Training Program		1408	Lump Sum	\$80,644.00	\$80,644.00	\$80,644.00	\$80,644.00	Complete
"	Comp Grant Planning		1408	Lump Sum	\$409.00	\$409.27	\$409.27	\$409.27	Complete
"	Accelerate Computer Implementation		1408	Lump Sum	\$48,441.00	\$48,111.03	\$48,111.03	\$48,111.03	Complete
"	Staff Training Programs		1408	Lump Sum	\$14,926.00	\$15,116.00	\$15,116.00	\$15,116.00	Complete
"	Update Communications Systems		1408	Lump Sum	\$11,500.00	\$11,500.00	\$11,500.00	\$11,500.00	Complete
"	Upgrade Office Equipment		1408	Lump Sum	\$7,240.00	\$7,240.00	\$7,240.00	\$7,240.00	Complete
"	Improve Vacancy Turnover		1408	Lump Sum	\$10,003.00	\$10,142.70	\$10,142.70	\$10,142.70	Complete
"	Implement Preventive Maintenance Program		1408	Lump Sum	\$23,534.00	\$23,534.00	\$23,534.00	\$23,534.00	Complete
TOTAL ALL					\$1,233,489	\$1,233,489	\$1,233,489	\$1,233,489	
	See Above Items								

**Annual Statement/Performance and Evaluation Report
Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF)
Part III: Implementation Schedule**

[illegible]

Public Housing Drug Elimination Program Plan

Note: THIS PHDEP Plan template (HUD 50075-PHDEP Plan) is to be completed in accordance with Instructions located in applicable PIH Notices.

Annual PHDEP Plan Table of Contents:

1. General Information/History
2. PHDEP Plan Goals/Budget
3. Milestones
4. Certifications

Section 1: General Information/History

A. Amount of PHDEP Grant \$149,224

B. Eligibility type (Indicate with an "x") N1 X N2 _____ R _____

C. FFY in which funding is requested FY2000

D. Executive Summary of Annual PHDEP Plan

In the space below, provide a brief overview of the PHDEP Plan, including highlights of major initiatives or activities undertaken. It may include a description of the expected outcomes. The summary must not be more than five (5) sentences long

The Quincy Housing Authority will use a comprehensive and prevention-based approach to attack the problem of drug-related crime in the Germantown area. Funds requested will permit policing and equipment to support various patrols as well as solidify services necessary for drug prevention and elimination in the Germantown area thus improving the quality of life issues for Germantown residents.

A PHDEP Coordinator, with the support of the outreach staff, will function as a liaison between the QHA, Quincy Police Department, the residents and various community agencies and organizations. The QHA also operates a broad range of year around adult and child education programs and preventive activities using PHDEP grant funds.

E. Target Areas

Complete the following table by indicating each PHDEP Target Area (development or site where activities will be conducted), the total number of units in each PHDEP Target Area, and the total number of individuals expected to participate in PHDEP sponsored activities in each Target Area.

PHDEP Target Areas (Name of development(s) or site)	Total # of Units within the PHDEP Target Area(s)	Total Population to be Served within the PHDEP Target Area(s)
<i>Riverview Family Housing Development</i>	<i>180</i>	<i>526</i>

F. Duration of Program

Indicate the duration (number of months funds will be required) of the PHDEP Program proposed under this Plan (place an "x" to indicate the length of program by # of months. For "Other", identify the # of months).

6 Months _____ 12 Months _____ 18 Months _____ 24 Months X Other _____

G. PHDEP Program History

Indicate each FY that funding has been received under the PHDEP Program (place an "x" by each applicable Year) and provide amount of funding received. If previously funded programs have not been closed out at the time of this submission, indicate the fund balance and anticipated completion date. For grant extensions received, place "GE" in column or "W" for waivers.

Fiscal Year of Funding	PHDEP Funding Received	Grant #	Fund Balance as of Date of this Submission	Grant Extensions or Waivers	Anticipated Completion Date
FY 1996					
FY 1997					
FY 1998					
FY1999	\$143,181.00	MA06DEP0200199	\$30,000.00	N/A	12/01
FY 2000	\$149,224.00	MA06DEP0200100	\$149,224.00	N/A	12/02

Section 2: PHDEP Plan Goals and Budget

A. PHDEP Plan Summary

In the space below, summarize the PHDEP strategy to address the needs of the target population/target area(s). Your summary should briefly identify: the broad goals and objectives, the role of plan partners, and your system or process for monitoring and evaluating PHDEP-funded activities. This summary should not exceed 5-10 sentences.

In its "Quality of Life" Survey, Quincy Housing Authority (QHA) residents demonstrated that they "lacked a perceived knowledge of agencies that they could turn to for help." Through its PHDEP Grant, the Quincy Housing Authority seeks to:

- ***Continue developing a comprehensive PHDEP based on feedback of needs from QHA annual "Quality of Life" survey***
- ***Support the PHDEP Coordinator and staff, in coordination with various community organizations including the local YMCA which will be integrally involved in program activities***
- ***Further develop the relationship with the Quincy Police Department (in particular its Community Policing Program) supplementing the existing Community Policing Program with added weekend and summer coverage***
- ***Enhance community outreach and collaboration.***
- ***Providing a comprehensive adult education program targeted at supporting welfare to work opportunities***
- ***Providing computer training, homework/after school programs, summer programs and recreational activities intended to strengthen positive alternatives among youth and***

adults who are QHA residents, while minimizing opportunities and temptations to be involved in criminal and drug activities

- *Providing a comprehensive adult education program targeted at supporting welfare to work opportunities and serving various other targeted populations.*
- *As discussed is each Activity in Section C. PHDEP Plan Goals and Activities, under Performance Indicators, every PHDEP Activity will be monitored with respect to, as applicable, resident utilization statistics and attendance, crime rates, resident surveys, school attendance rates, grades and graduation rates, and job acquisition and retention rates.*

B. PHDEP Budget Summary

Enter the total amount of PHDEP funding allocated to each line item.

FY <u>2001</u> PHDEP Budget Summary	
Budget Line Item	Total Funding
9110 - Reimbursement of Law Enforcement	\$10,000.00
9120 – Security Personnel	
9130 – Employment of Investigators	
9140 – Voluntary Tenant Patrol	
9150 - Physical Improvements	
9160 - Drug Prevention	\$139,224.00
9170 - Drug Intervention	
9180 - Drug Treatment	
9190 - Other Program Costs	
TOTAL PHDEP FUNDING	\$149,224.00

C. PHDEP Plan Goals and Activities

In the tables below, provide information on the PHDEP strategy summarized above by budget line item. Each goal and objective should be numbered sequentially for each budget line item (where applicable). Use as many rows as necessary to list proposed activities (additional rows may be inserted in the tables). PHAs are not required to provide information in shaded boxes. Information provided must be concise—not to exceed two sentences in any column. Tables for line items in which the PHA has no planned goals or activities may be deleted.

9110 - Reimbursement of Law Enforcement					Total PHDEP Funding: \$10,000.00		
Goal(s)	To enhance the Quincy Police Department's Community Policing Program in Germantown						
Objectives	1. Support the QPD's Community Policing Program in Germantown, including two Community Police Officers, involvement in summer youth activities, further consistent outreach to community base, increased visibility, and regular reports year-round 2. Fund additional Community Policing patrols to address criminal late night occurring during the summer in the Germantown section of Quincy						
Proposed Activities	# of Persons Served	Target Population	Start Date	Expected Complete Date	PHDEP Funding	Other Funding (Amount/Source)	Performance Indicators
1.Quincy Police Department—Community Policing Program			10/01	12/02	\$10,000	\$	1. Decreases in crime and drug rates in the Germantown section of Quincy; 2. Conduct crime prevention forums in conjunction with the QPD; 3. Evidence that information about the QPD Community Policing Program is being provided to QHA residents through pamphlets; 4. Evidence that appropriate crime statistics are recorded; 5. Evidence that forms have been developed that will assist in the compilation of data that will obtain future grants; 6. Documentation of performance of QPD patrols.

9120 - Security Personnel					Total PHDEP Funding: \$		
Goal(s)							
Objectives							
Proposed Activities	# of Person s Served	Target Population	Start Date	Expected Complete Date	PHDEP Funding	Other Funding (Amount /Source)	Performance Indicators
1.							
2.							
3.							

9130 - Employment of Investigators					Total PHDEP Funding: \$		
Goal(s)							
Objectives							
Proposed Activities	# of Person s Served	Target Population	Start Date	Expected Complete Date	PHDEP Funding	Other Funding (Amount /Source)	Performance Indicators
1.							
2.							
3.							

9140 - Voluntary Tenant Patrol					Total PHDEP Funding: \$0.00		
Goal(s)	Establish and support ongoing Voluntary Tenant Patrols throughout the public housing sites in Germantown						
Objectives	1. Assist the Resident Organizations to implement Voluntary Tenant Patrols; 2. Support the Voluntary Tenant Patrols through training, equipment, and coordination with the QHA and QPD.						
Proposed Activities	# of Person s Served	Target Population	Start Date	Expected Complete Date	PHDEP Funding	Other Funding (Amount /Source)	Performance Indicators
1.Support the ROs in implementing Voluntary Tenant Patrols	526	All Riverview Residents	10/01	12/02	\$0.00		1. Decreases in crime and drug rates in the Germantown section of Quincy; 2. Participate in crime prevention forums in conjunction with the QPD; 3. Evidence that information about the QPD Community Policing Program is being provided to QHA residents;
2.							

9150 - Physical Improvements					Total PHDEP Funding: \$		
Goal(s)							
Objectives							
Proposed Activities	# of Person s Served	Target Population	Start Date	Expected Complete Date	PHDEP Funding	Other Funding (Amount /Source)	Performance Indicators
1.							
2.							
3.							

9160 - Drug Prevention					Total PHDEP Funding: \$139,224.00		
Goal(s)	To reduce the risk of children, youth and adult residents becoming involved in criminal and drug activities by providing effective alternatives and education and training in support of healthier life-styles.						
Objectives	1. Work with the community and residents in marketing and outreach to expand collaboration with community agencies and program participation 2. Enhance QPD outreach 3. Expand program activities for tenants year-round 4. Expand translation and language services 5. Expand monitoring of services						
Proposed Activities	# of Person s Served	Target Population	Start Date	Expected Complete Date	PHDEP Funding	Other Funding (Amount /Source)	Performance Indicators
1. PHDEP Personnel, including a PHDEP Coordinator, two Resident Youth Leaders and Resident Initiative Coordinator, with fringe benefits and supplies, as applicable	526	Residents of the Riverview Family Housing Development	10/01	12/02	\$118,597	103,575	1. Evidence of coordination and management of the PHDEP-related programs and activities; 2. Evidence that the fiduciary responsibilities of the QHA with reference to the PHDEP Grant; 3. Survey results from annual "Quality of Life" survey indicating that residents' concerns are being addressed; 4. Evidence that an accurate database of QHA programs and participants served has been developed and

								<p><i>maintained;</i></p> <p>5. <i>Documentation that a strict "One Strike Policy" has been incorporated in the QHA's lease;</i></p> <p>6. <i>Monthly reports of programs and activities are maintained;</i></p> <p>7. <i>Evidence that crime statistics are recorded;</i></p> <p>8. <i>Evidence that forms have been developed that will assist in the compilation of data that will obtain future grants;</i></p> <p>9. <i>Documentation that each of the scheduled positions is filled and that the responsibilities of each are maintained.</i></p>
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2. Adult Education (ESOL Training, GED Training, Computer Training, and Welfare to Work programs and groups), including expanded translation and language services and expanded hours of service	170	Adult residents of the Riverview Family Housing Development	10/01	12/02	\$10,000	\$30,000	<ol style="list-style-type: none"> 1. Attendance records exist for all scheduled programs and activities; 2. Evidence of program effectiveness through testing and other outcome measures; 3. Records to indicate successful job searches and work enhancement, as a result of training participation; 4. Evidence that programs and activities are reviewed on a regular basis (at least semi-annually) to ensure that they reflect the needs identified in the resident "Quality of Life" surveys; 5. Evidence that supplies have been acquired through donations.
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3. Youth Education (Computer Training, Homework/After School and Summer Programs, i.e., YMCA), including outreach to community organizations and entities for marketing, outreach service development, implementation and oversight	80	Youth residents of the Riverview Family Housing Development	10/01	12/02	\$10,627	\$30,000	<ol style="list-style-type: none"> 1. Attendance records exist for all scheduled programs and activities; 2. Evidence of program effectiveness through testing and other outcome measures, such as school report cards; 3. Records to indicate successful school participation is supported as a result of PHDEP program participation; 4. Evidence that programs and activities are reviewed on a regular basis (at least semi-annually) to ensure that they reflect the needs identified in the resident "Quality of Life" surveys; 5. Evidence that supplies have been acquired through donations.
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4. Recreation (organizations including the YMCA)	200	Youth residents of the Riverview Family Housing Development	10/01	12/02	\$0	133,000	<ol style="list-style-type: none"> 1. Attendance records exist for all scheduled programs and activities; 2. Evidence of program effectiveness through changes in crime rates, vandalism, and associated behaviors; 3. Records to indicate successful school participation is supported as a result of PHDEP program participation; 4. Evidence that programs and activities are reviewed on a regular basis (at least semi-annually) to ensure that they reflect the needs identified in the resident "Quality of Life" surveys; 5. Evidence that supplies have been acquired through donations
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9170 - Drug Intervention					Total PHDEP Funding: \$		
Goal(s)							
Objectives							
Proposed Activities	# of Person s Served	Target Population	Start Date	Expected Complete Date	PHDEP Funding	Other Funding (Amount /Source)	Performance Indicators
1.							
2.							
3.							

9180 - Drug Treatment					Total PHDEP Funding: \$		
Goal(s)							
Objectives							
Proposed Activities	# of Person s Served	Target Population	Start Date	Expected Complete Date	PHDEP Funding	Other Funding (Amount /Source)	Performance Indicators
1.							
2.							
3.							

9190 - Other Program Costs					Total PHDEP Funds: \$		
Goal(s)							
Objectives							
Proposed Activities	# of Person s Served	Target Population	Start Date	Expected Complete Date	PHDEP Funding	Other Funding (Amount /Source)	Performance Indicators
1.							
2.							
3.							

Section 3: Expenditure/Obligation Milestones

Indicate by Budget Line Item and the Proposed Activity (based on the information contained in Section 2 PHDEP Plan Budget and Goals), the % of funds that will be expended (at least 25% of the total grant award) and obligated (at least 50% of the total grant award) within 12 months of grant execution.

Budget Line Item #	25% Expenditure of Total Grant Funds By Activity #	Total PHDEP Funding Expended (sum of the activities)	50% Obligation of Total Grant Funds by Activity #	Total PHDEP Funding Obligated (sum of the activities)
<i>e.g Budget Line Item # 9120</i>	<i>Activities 1, 3</i>		<i>Activity 2</i>	
9110	<i>Activity 1</i>	\$2,500.00	<i>Activity 1</i>	\$5,000.00
9120				
9130				
9140				
9150				
9160	<i>Activities 1, 2, 3</i>	\$34,806.00	<i>Activities 1, 2, 3</i>	\$69,612.00
9170				
9180				
9190				
TOTAL		\$37,306.00		\$74,612.00

Section 4: Certifications

A comprehensive certification of compliance with respect to the PHDEP Plan submission is included in the "PHA Certifications of Compliance with the PHA Plan and Related Regulations."

I. INTRODUCTION

The Quincy Housing Authority, hereinafter called QHA, is committed to providing low-income housing opportunities to persons who qualify under the rules and regulations that govern eligibility for both state and federal housing programs. In its effort to achieve this goal, the QHA has explained to its local governing body, Civic Groups, Landlords and Realtors, the housing programs being administered by the QHA. Most importantly, they have explained who may qualify, what types of housing each program provides, and how effectively these programs have been put into operation for the benefit of the community.

The overall approach for the existing program is to maximize the use of standard, existing stock, and provide equal housing opportunities for low-income households by providing housing assistance payments. The status of the need and availability of existing units will be closely monitored, and attempts will be made to satisfy this need as rapidly as possible, consistent with the availability of funds, staff and vacancy rates. The QHA shall, in its policies and procedures, attempt to address the housing needs of its community, and also obtain community support for its programs.

Efforts will be taken to promulgate all aspects of the program to families and to owners.

Administrative controls will be implemented, as needed, to ensure full adherence to statutory and regulatory requirements, and proper management procedures.

The QHA will comply with all federal statutes and required regulations, as applicable, in administering said voucher programs. This plan is intended to provide information relative to QHA mandatory and discretionary policies. In the event of any conflict between this plan and applicable law or regulation, the law or regulation shall have precedence. Where reference is made to a law or regulation, the law or regulation, as it may be amended from time to time, shall apply.

Throughout this document the term "Department" or "HUD" shall mean the United States Department of Housing and Urban Development. The term "FMR" shall mean, "Fair Market Rent" for the Federal Section 8 program as determined by the Department of HUD. Other abbreviations will be so noted within the body of this document.

The Quincy Housing Authority is aware of the requirement to provide a Reasonable Accommodation in its rules or policies when so required under the law. Thus, certain policies described herein may be waived in specific situations if to do so is required as a reasonable accommodation to an individual with a disability. The provision of such accommodation shall not mean that such policy has been altered or amended and the Quincy Housing Authority shall retain full authority to continue to enforce policies as so described within this plan for all other clients.

This document only applies to the Section 8 Program unless otherwise noted.

II. PROCESSING APPLICATIONS FOR ADMISSION

A. How the Waiting List is Maintained

The QHA shall maintain a merged waiting list for its Public Housing and Section 8 Programs. An application form completed in ink or type written and signed by the head of household will be accepted from each individual or family seeking admission to the Public Housing and/or Section 8 Program. The effective date of the Merged List shall be January 2, 2002.

1. Processing Applications

It shall be recommended that applicants come into the office to fill out the application. Accommodations for full and complete access to the process by persons with disabilities will be made on request.

The staff member accepting the application will render all possible assistance. Each completed application will be dated, time-stamped, and numbered when received, and it shall be promptly posted to the master file.

2. Determination of Eligibility

After a completed application is received, the QHA shall make a preliminary determination of eligibility based on current information provided by the applicant, and determine whether the applicant may be entitled to a preference and the appropriate bedroom size required. The Housing Authority may at this time verify information as provided by the applicant, but is not required to do so. The applicant shall be notified of the Authority's preliminary determination and may request an informal review if found ineligible or not to be entitled to a preference category requested.

Each applicant found eligible after a preliminary review shall be placed on the appropriate waiting lists, and shall be notified in writing of:

- a. waiting list position
- b. control number
- c. preference categories
- d. size of unit appropriate for the family
- e. an estimated waiting time before placement
- f. a final and verified determination of eligibility and qualification will be undertaken prior to occupancy and
- g. the applicant's ongoing responsibility to notify the QHA in writing of any change of address and to respond to any QHA inquiry relevant to the application within the time allowed or be removed from the waiting list.

A folder shall be prepared for each applicant and the application folders shall be filed chronologically.

3. Procedures for Removing Names From the Waiting List

a. Purge of the Waiting List

Periodically, the application pool shall be analyzed and each applicant shall be contacted

by mail to insure that he/she is still interested and still qualified for public housing and/or Section 8. The applicant will be allowed not less than 10 days from the mailing date of the notice to respond. The notice will state the applicable time period for response and that a failure to so respond will result in removal of the applicant from all waiting lists. If the applicant does not respond, is no longer interested, or no longer qualifies, his application shall be immediately withdrawn from the waiting list.

b. Other Reasons for Removal

In addition to the Annual Waiting List Purge, applicant names will be removed if:

1. the applicant requests removal of his/her name from the waiting list;
2. the applicant fails to respond to a written request to supply information to the Quincy Housing Authority;
3. the applicant fails to attend a scheduled appointment or briefing at the Quincy Housing Authority;
4. the applicant does not meet Section 8 eligibility criteria as set forth in Federal Regulations or by the Quincy Housing Authority rules/policies;
5. The applicant fails to provide any and all documentation requested by the Quincy Housing Authority to verify eligibility.

c. Applicants shall be notified of their removal from the waiting lists and shall further be advised of their right to request an informal review, if the removal was not at the request of the applicant.

d. A QHA decision to remove from the waiting list an applicant family that includes a person with disabilities shall be subject to reasonable accommodation rules. If such an applicant was removed for failure to respond to a QHA inquiry and such failure was the result of a disability, the QHA shall reinstate the applicant to its former position on the waiting list.

4. Procedures for Closing and Reopening the Waiting List

When the Quincy Housing Authority opens the Section 8 waiting list, public notice will be given so that families are informed that they may apply for housing assistance. This public notice will identify the housing program(s) to which it applies and state where and when the applicant may apply.

The public notice will be published in the following newspaper(s) of general and local circulation: Boston Herald or Boston Globe, Patriot Ledger and Quincy Sun. The following minority media will also be employed: Bay State Banner and LaSemana and Sampan. In the event that the above referenced newspaper(s) and/or minority media are not available or practical for use, comparable minority media/newspapers will be utilized by the Quincy Housing Authority. In addition, the QHA will send notices and information materials to outreach agencies, such as the following: Public Welfare Office, Council on Aging, Father Bills, Atlantic Housing, SSARC, SSMH and Quincy Community Action Programs, Inc.

If the QHA determines that the existing waiting list contains an adequate pool for use of available program funding, the QHA may stop accepting new applications or may accept only applications meeting criteria adopted by the QHA. When the QHA closes the Public Housing

and/or Section 8 waiting list, public notice will be given again, advertising in the same papers of general and local circulation as listed above.

B. Special Outreach

Household types who are least likely to apply, such as the very old, shut-ins, and minorities will be reached through “Special Efforts”. These efforts include: contacting the Council on Aging to aid in bringing the information of the Section 8 Program to their clients, and contacting other public agencies so they can notify those clients which they serve.

III. ELIGIBILITY FOR ADMISSION

A. Selection of Families

The QHA shall determine eligibility of families per the definition of families set forth in Exhibit A of this plan, whose annual income meets the Income Eligibility Limits as set forth below and who are determined eligible pursuant to 24CFR Section 982.552 and 982.553 and this Administrative Plan. Applicants shall be selected from the waiting list based upon date and time of application, income targeting requirements, and any preference implemented by the QHA.

1. Preferences

The QHA shall give preference to applicants who meet the definition of “local resident” as defined in Exhibit A of this Administrative Plan. The residency preference shall be administered in accordance with a final decision in the case of Langlois, et al v. Abington Housing Authority, et al. U.S. District Court for Massachusetts, CA No. 98-12336-NG. Before implementing the residence preference, the Authority’s Board of Commissioners will establish an implementation date.

2. Income Eligibility Limits

To be income-eligible, an applicant must be a family in any of the following categories:

- a. a “very low” income family;
- b. a low-income family that is continually assisted; or
- c. a low-income family that meets the additional eligibility criteria specified hereafter, which criteria its been determined is consistent with the PHA Plan and the consolidated plan:
 - i. in-place families in selected project-based units;
 - ii. DHP applicants; or
 - iii. current tenants residing in QHA public housing unit who require a HCV as a reasonable accommodation to a disability.

3. Income Targeting

Notwithstanding any other selection preference, of the families initially provided tenant-based assistance or project-based assistance during any QHA fiscal year (July 1 – June 30), not less than 75% shall be families whose incomes do not exceed 30% of the area median income.

Unless another method is set forth by regulation for an Authority to maintain compliance with the above “income targeting”, the QHA will follow the procedure hereafter set forth or such alternative procedure which implements the “income targeting” requirements. Whenever a

Voucher is leased, the QHA shall record whether or not the family is:

- a. being initially provided assistance by the QHA; and, if so,
- b. whether or not the family is within the “targeted” lower income limit.

Thereafter, whenever a Voucher is to be issued, the QHA will check such records to determine whether the required 75% targeting percentage (as set forth in the first sentence of this section) would be maintained by the issuance of the Voucher to the next applicant family on the waiting list using the Authority’s selection preferences. If not, to comply with Income Targeting, the QHA shall skip higher-income families and select the next applicant who is an income-targeted family. DHP applicants are issued vouchers pursuant to the DHP program and are not to be considered for income targeting within the conventional section 8 voucher programs, nor are the other special admissions as set forth in this Administrative Plan.

B. Designated Housing Program (DHP)

The QHA operates a Designated Housing Program (DHP) for certain non-elderly disabled applicants. The selection of applicants for this program shall continue to be conducted according to the DHP approved by HUD. Any person placed on the Section 8 waiting list who is also eligible for the DHP program shall be placed on the DHP list.

C. Project-Based Assistance

In an effort to encourage additional affordable rental housing in the city of Quincy, the QHA shall make available Section 8 Project-Based vouchers for eligible households. The QHA’s goal is to increase the supply of both mixed income housing developments and target permanent housing developments for low income individuals and families.

The Quincy Housing Authority has determined, based on currently available census data, that all census tracts located in the city of Quincy except for census tract 4178.02 (Germantown) are eligible areas for Project-Based Assistance (PBA). The Section 8 PB vouchers shall be committed for a ten-year period. The criteria to be considered when selecting developments for participation in the PBA program may include, but is not limited to the following:

1. the development shall be in Quincy;
2. the development shall be “existing” housing as defined in HUD’s PHA PBA initial guidance;
3. the development shall have in-place eligible families or vacant units;
4. the development shall meet housing quality standards; and
5. the development shall be in a census tract with poverty rates of less than 20% unless HUD approves an exception;
6. units to be project-based shall be disbursed throughout the development except when these units are located in a 1-4 family building; and
7. preference may be given to developments which have units with 3 or more bedrooms.

In the Project-Based program, the rental assistance is paid for families who live in specific housing developments or units. The QHA shall seek through the Public Procurement process to Project-Base up to twenty percent of its total Section 8 allocation. Assistance shall be attached to

existing units. With the exception of projects specifically designated for elderly/disabled families or single family developments, there is a 25% cap on project based units per building. In-place eligible families residing in a selected project-based unit at the time of the implementation of the initial contract shall be considered a special admission for that project-based unit and shall not be required to be on the Section 8 waiting list to be provided assistance under the project-based housing choice voucher program. (In the event that this shall not be determined within “special admissions”, then such in-place eligible families shall be given a preference, notwithstanding any other preference, for the selected project-based unit in which they reside and the Section 8 waiting list shall be considered open for placement of such in-place eligible families.) Except for in-place eligible families upon implementation of the initial contract, all prospective tenants for the project-based units shall be selected from the QHA waiting list. After the first year, the family has the option to switch to Tenant Based assistance, and relocate. If a family relocates, the QHA will fill the vacancy in the PB unit from its waiting list. Tenant selection and screening procedures for the Project-Based assistance shall be in accordance with screening and tenant selection for Tenant-Based assistance. Applicants for Project-Based Assistance must apply and be determined eligible in accordance with HUD regulations and this Administrative Plan.

D. Screening of Applicants

The QHA screens the family for family behavior or suitability for tenancy by considering any information the Quincy Housing Authority may have in its records, including records relating to Quincy Housing Authority operations and records relating to other housing programs. The QHA also screens in relation to criminal history. (This does not include all criminal history.) The Quincy Housing Authority will consider information relating to past history of meeting any housing program requirement, rent payment history, lease violations, criminal activity and other behavior which if exhibited as a program participant would constitute a violation of the family program obligations or constitute grounds for termination of assistance. This screening does not relieve owners of their obligation to screen tenants. The Quincy Housing Authority strongly encourages owners to perform screening prior to accepting any new tenant. Legal procedures utilized by owners to screen market tenants should also be utilized by owners to screen Section 8 participants.

E. Reasons for Denial of Assistance 24 CFR 982.552 and 24 CFR 982.553

A PHA may deny assistance for an applicant because of the family’s action or failure to act as described in this section (982.552) or Section 982.553. (Crimes by family members).

The provisions of this section do not affect denial or termination of assistance for grounds other than action or failure to act by the family.

Denial of assistance for an applicant may include any or all of the following: denying listing on the PHA waiting list, denying or withdrawing a voucher, refusing to enter into a HAP contract or approve a lease, and refusing to process or provide assistance under portability procedures.

The applicant and applicant household shall be disqualified for Section 8 Assistance for any of the following reasons:

1. Mandatory Grounds for Denial:

A PHA must deny assistance for a family if the family is determined ineligible for reasons set forth in 24 CFR 982.552, and 982.553.

- a. The applicant does not meet basic eligibility criteria (e.g. annual income exceeds income limit or no family member has citizenship or eligible non-citizenship status.)
- b. The applicant or any member of the family fails to sign and submit required forms (such as the authorization for release of information or declaration of citizenship and non-citizen status. Refusal to sign a citizenship form or declaration of eligible non-citizen status by some family members is not grounds for termination as long as at least one family member does have citizenship or eligible non-citizen status.)
- c. Any household member has been convicted for manufacture or production of methamphetamine on the premises of federally assisted housing.
- d. The QHA determines that any household member is currently engaged in illegal use of drug.
- e. The QHA determines that it has reasonable cause to believe that a household member's illegal drug use or a pattern of illegal drug use may threaten the health, safety, or right to peaceful enjoyment of the premises by other residents.
- f. The QHA determines that any member of the household is subject to a lifetime registration requirement under a State sex offender registration program.
- g. The applicant/household member was evicted from housing assisted under the program for serious violation of the lease.
- h. The applicant or any member of the household was evicted because of drug-related criminal activity from housing assisted under the U.S. Housing Act of 1937, for a minimum of a three-year period beginning with the date of such eviction, unless the applicant has successfully completed, since the eviction, a rehabilitation program approved by the Quincy Housing Authority. The applicant must show that through rehabilitation the Quincy Housing Authority can be reasonably certain that the applicant or household member will not engage in similar conduct in the future.

2. **Discretionary Grounds for Denial:**

The QHA may deny assistance to an applicant if the applicant or any household member:

- a. has violated any family obligations under the program as set forth in 982.551;
- b. has violated any family obligations under the Section 8 Program or any other housing program;
- c. has been evicted from Federal or State public housing in the past five years;
- d. has had assistance terminated under the Section 8 Program by a Housing Authority;
- e. has committed fraud, bribery, or any other corrupt or criminal act in connection with any Federal Housing Program;
- f. currently owes rent or other amounts to the Quincy Housing Authority or another Housing Authority in connection with Section 8 or Public Housing Program.
- g. has not reimbursed any Housing Authority for amounts paid to an owner under a HAP contract for rent, damages to the unit or other amounts owed by the family under the lease;
- h. has breached an agreement with the Quincy Housing Authority to pay amounts owed to a HA, or amounts paid to an owner by a HA,
- i. has engaged in or threatened abusive or violent behavior towards the personnel of the Quincy Housing Authority or another Housing Authority's personnel;

- i. has failed to correctly state household income, household members, or any other significant or required information on the application or recertification;
- j. has failed to allow inspection of the dwelling unit proposed for Housing Assistance;
- k. has engaged in destruction or damage to the dwelling unit or creating and maintaining a significant health and safety hazard in or about the unit.
- l. falls within any of the other grounds for termination or denial as set forth in 24 CFR 982.552 or 982.553.
- m. has violated family obligations or destruction of a previously occupied unit under another housing program.
- n. has sexually harassed a housing authority employee.
- o. fails or refuses to sign and submit consent forms for obtaining information in accordance with applicable federal regulations, including 24 CFR part 5 relating to evidence of citizenship or eligible immigration status, and any other information (including but not limited to social security numbers) which the QHA is authorized to, requestor obtain.
- p. has failed to report to the QHA, within 10 days of the change, any changes in family composition, or status as may be required by 24 CFR 982.551 or other HUD regulation or this plan., and or failure to comply with annual recertification including verification of all income, assets, family composition, etc.
- q. has committed violent or drug related criminal activity or other criminal activity which may threaten the health, safety or right to peaceful enjoyment of the premises by other residents or persons residing in the immediate vicinity or other criminal activity which may threaten the health or safety of the owner, property management staff, or persons performing a contract administration function or responsibility on behalf of the PHA (including a PHA employee or a PHA contractor, subcontractor or agent).

The QHA may deny assistance for criminal activity by a household member, pursuant to any of the grounds set forth above, if the QHA determines, based upon a preponderance of the evidence, that the household member has engaged in the activity, regardless of whether the household member has been arrested or convicted for such activity.

F. Informal Review Procedures for Applicants – 982.554(a-d)

1. The Authority shall send an applicant written notice by delivery or first class mail postage pre-paid of a decision denying assistance to the applicant. Denial of assistance for an applicant is currently defined at 24 CFR 982.552 (a) (2). The notice will state the reasons for the decision and that the applicant may request an informal review of the decision if requested in writing within ten (10) days of the date the notice. Request must be delivered to the QHA or sent by first class mail to the Authority and received within the 10-day period. The QHA is not responsible for mail not received.

The informal review will be conducted by the Executive Director, or his designee. The applicant will be given the opportunity to present written or oral objections to the decision. The Authority

will respond in writing with a decision, including reasons for the decision, within 30 days. The Authority's procedure for Informal Review shall be as set forth in 24 CFR 982.554.

An informal review shall not be not required for cases described in 982.554(c), which currently lists the following :

- a. discretionary administrative determination by the Quincy Housing Authority;
- b. general policy issues or class grievances;
- c. A determination of family unit size under the Quincy Housing Authority subsidy standards;
- d. The Quincy Housing Authority's determination not to approve an extension or suspension of voucher term;
- e. The Quincy Housing Authority's determination not to grant approval of the tenancy;
- f. The Quincy Housing Authority's determination that a unit selected by the applicant is not in compliance with HQS;
- g. The Quincy Housing Authority's determination that the unit is not in accordance with HQS because of the family size or composition.

2 Informal Hearing for Non-Citizen Rule Matters – 982-554(d)

The informal hearing provisions for denial of assistance on the basis of ineligible immigration status are contained in 24 CFR part 5. The QHA shall provide a copy of the relevant regulation to the affected applicant.

IV. ISSUANCE OF VOUCHER/HOUSING SEARCH

A. Notification to Issue Voucher

When an applicant's name reaches the top of the waiting list, he/she shall be so notified. The notice will include a date (not less than 10 days from the date of the letter) in which the applicant must supply updated verification of income and other circumstances in order to be determined eligible for a Voucher.

Those applicants who fail to respond within the prescribed period of time shall be removed from the waiting list, unless documented evidence is provided that the family was unable, due to health or disability reasons, to comply with the deadline requirements. All notices returned undeliverable shall cause applicant's name to be withdrawn and removed from the waiting list.

When an applicant is eligible for a Voucher, the date the Voucher is issued is logged on the Waiting List. The applicant shall be scheduled for a Briefing Session.

B. Term of the Voucher; Extensions; and Suspensions – 982.303

1. Term

Term of the voucher is for an initial one hundred twenty (120) days from the initial date that is stated on the family's voucher. If the family fails to find a suitable unit and can document diligence with regard to the housing search on the part of the family, a thirty (30) day extension may be provided. Additional thirty (30) day extensions may be provided if additional diligent effort with no result is demonstrated or pursuant to section 2 below, up to a maximum of a six month term.

2. Extensions

Extensions on the voucher will be granted only upon the family's request for an extension prior to the expiration of the voucher and together with the family's submission of documentation satisfactory to the QHA that the family has made diligent search efforts. If the family is qualified for, needs and requests an extension of the initial voucher term as a reasonable accommodation, to make the program accessible to a family member who is a person with disabilities, the QHA must extend the voucher term up to the term reasonably required for that purpose.

3. Suspension

The QHA will grant a family a suspension of their voucher term if the family has submitted a request for lease approval during the time of the voucher. The QHA will grant a suspension for any part of the period after the family has submitted a request for lease approval up to the time when the QHA approves or denies the request. The QHA may also consider a suspension of a voucher term for medical reasons such as hospitalization and/or serious illness.

4. Record of Search

The Record of Search Log is to be maintained by the family concerning contacts he/she made in the search for an appropriate rental unit. A list of the names of realtors/owners/agents contacted as well as units viewed by the family shall be contained within the search log.

C. Discretion to Permit a Family to Submit More Than One Request for Tenancy Approval (or a Request for Lease Approval) at a Time - 982.302(b)

The QHA will accept only one Request for Lease Approval (or one Request for Tenancy

Approval) at a time from a family for processing. If the unit is rejected, or the family prefers to select another unit, the family may submit another Request for Lease Approval (or Request for Tenancy Approval). Only once the initial Request has been processed by the QHA or withdrawn by the family, will the second RLA be processed by the QHA.

D. Assisting a Family That Claims Discrimination has Prevented them from Leasing a Unit – 982.304

In the event that a family informs the Quincy Housing Authority that they have been illegally discriminated against and, due to such discrimination, they were prevented from leasing a particular unit, the family will be provided with appropriate Discrimination Complaint Forms and/or information which may include.

1. A Massachusetts Commission Against Discrimination (MCAD) Complaint Form
2. A HUD Discrimination Complaint Form

The family may also be provided with the telephone numbers for the following:

HUD's Fair Housing Enforcement Center: - (617) 565-5304

MCAD - (617) 727-3990

E. Policies that Prohibit or Limit Family Moves During the Initial Year of Assisted Tenancy – 982.314(c).

Currently, the QHA only approves leases with an initial term of one (1) year. Thus, they will require the family to remain in place during the initial year of an assisted tenancy, except in the following circumstances:

1. the owner is in breach of the Lease Agreement and/or the HAP Contract;
2. extenuating circumstances have been brought to the attention of the QHA by the family or owner of the unit and they determine that it is appropriate to grant approval to allow the family to move during the initial year of the assisted tenancy.

Approval will be provided in writing by the QHA. In cases where written approval is not provided, the family will be in violation of this requirement.

V. OWNER PARTICIPATION

A. Encouraging Participation by Owners in Non Poverty/Minority Areas

The Quincy Housing Authority encourages participation by owners of suitable units located outside areas of low income or minority concentration. Definition of such areas is referenced in the City or State Consolidated Plan.

The following are activities which encourage participation by owners of suitable units outside areas of low income or minority concentration.

1. The QHA is a partner PHA in the Regional Opportunity Counseling Program. Through this program, landlord outreach seminars are hosted by the QHA on a regular basis. Further, the QHA works with the other partner PHA's to assist families to locate outside areas of low poverty and minority concentration in the ROC Program.
2. The Quincy Housing Authority has a relationship with advocates who describe the benefits to owners renting to participants under the Federal Section 8 Program. Several landlord workshops have been held at the Quincy Housing Authority.
3. The Quincy Housing Authority has a relationship with local realtors and landlords who list properties for rent outside areas of low poverty/minority concentration.

B. Providing Information to Prospective Owners About the Family – 982.307(b)

Under Federal Regulations the Quincy Housing Authority is required to notify prospective landlords of:

1. The family's current and prior address (as shown in the Quincy Housing Authority's records); and
2. The name and address (if known to the Quincy Housing Authority) of the landlord at the family's current and prior address.

Subject to privacy and confidentiality laws:

Upon the request for such information by the prospective landlord and request of the tenant for the release of this information by the QHA, if the information is contained in QHA records, the information will be provided to the prospective landlord by the Quincy Housing Authority.

The Quincy Housing Authority will not provide prospective landlords any additional information related to screening the tenant. The landlord is responsible for tenant screening.

C. Disapproval of Owners – 982.306

1. Mandatory Denial

- a. The Quincy Housing Authority will not approve a unit if it has been informed, by HUD or otherwise, that the owner is debarred, suspended, or subject to limited denial of participation under 24 CFR part 24.
- b. When directed by HUD, the Quincy Housing Authority will not approve a unit if the Federal Government has instituted an administrative or judicial action against the owner for violation of the Fair Housing Act or other Federal Equal Opportunity Requirements and such action is pending.

- c. When directed by HUD, the Quincy Housing Authority will not approve a unit if a court or administrative agency has determined that the owner violated the Fair Housing Act or other Federal Equal Opportunity Requirements.
- d. The Quincy Housing Authority must not approve a unit if the owner is the parent, child, grandparent, grandchild, sister, or brother of any member of the family, unless the Quincy Housing Authority determines that approving the unit would provide reasonable accommodation for a family member who is a person with disabilities. This restriction against the Quincy Housing Authority's approval of a unit only applies at the time a family initially receives tenant-based assistance for occupancy of a particular unit, but does not apply to the Quincy Housing Authority's approval of a new tenancy with continued tenant-based assistance in the same unit.

2. Discretionary Denial

The Quincy Housing Authority may deny approval to lease a unit from an owner for any of the following reasons:

- a. The owner has violated obligations under a HAP contract under Section 8 of the 1937 Act (42 U.S.C. 1437f).
- b. The owner has committed fraud, bribery or any other corrupt or criminal act in connection with any Federal Housing Program.
- c. The owner has engaged in any drug related criminal activity or any violent criminal activity.
- d. The owner has a history or practice of non-compliance with the HQS for units leased under the tenant-based programs, or with applicable housing standards for units leased with project-based Section 8 Assistance or leased under any other federal housing program.
- e. The owner has a history or practice of failing to terminate tenancy of tenants of units assisted under Section 8 or any other federally assisted housing program for activity by the tenant, any member of the household, a guest or another person under the control of any member of the household that:
 - 1. threatens the right to peaceful enjoyment of the premises by other residents;
 - 2. threatens the health and safety of other residents, of employees of the Quincy Housing Authority, or of owner employees or other persons engaged in management of the housing;
 - 3. threatens the health or safety of or the right to peaceful enjoyment of their residency by persons residing in the immediate vicinity of the premises; or
 - 4. engages in drug related criminal activity or violent criminal activity.
- f. The owner has a history or practice of renting units that fail to meet state or local codes.
- g. The owner has not paid State or local real estate taxes, fines or assessments.
- h. Any other reason set forth in HUD regulation or other applicable law for denial of approval of an Owner.

For purposes of this section "owner" includes principal or other interested party.

Nothing in this section of the Administrative Plan is intended to give any owner any right to participate in the program.

VI. SUBSIDY STANDARDS

In general, the QHA seeks to provide the minimum commitment of housing assistance payments while avoiding overcrowding and shall be consistent with the applicable housing quality standards.

A. Occupancy Standards

1. The QHA shall provide one bedroom sleeping room of appropriate size for each 2 persons.
2. Persons of opposite sex, other than husband and wife, “significant others”, unmarried partners, and very young children, will not be required to occupy the same bedroom or /sleeping area.
3. Families may rent a larger unit than listed on the voucher if said unit is affordable to the family.
4. Families may rent a unit with fewer numbers of bedrooms than stated on the voucher if the unit meets space requirements of the Housing Quality Standards, as well as any applicable state or local codes.
5. The QHA may grant exceptions, relative to the number of bedrooms assigned, for the following reasons:

a. Medical Need

Upon proper documentation from a qualified medical provider, QHA shall allow a separate bedroom; for example, an occupant with serious allergy or respiratory problems for which isolation and/or extensive medical equipment is needed.

b. Handicapped Members

QHA shall allow a separate bedroom for a handicapped member needing adequate space or modification of layout and equipment; for example, an occupant who is wheelchair bound.

The QHA may allow occupancy by a foster child or a live-in aide under certain limited circumstances as determined by the QHA and not inconsistent with federal regulations. Approval of a live-in aide may be granted only if all of the requirements of HUD regulations are met, and if properly documented and verified to the QHA’s satisfaction. Permission to allow occupancy of a foster child or live-in aide shall not be unreasonably withheld.

B. The Process for Establishing and Revising Payment Standards

The payment standard shall be set by the Quincy Housing Authority in accordance with applicable regulations. From time to time, the Quincy Housing Authority shall review leasing rates and/or the rent burden of assisted families to determine if an adjustment in the payment standard is necessary to assist Section 8 participants. Currently the payment standard is set in accordance with the Board of Commissioners vote on this issue.

C. Method for Determining Rent Reasonableness – 982.507

The Quincy Housing Authority’s methodology for ensuring that the rent to an owner is reasonable in comparison to similar unassisted units takes into consideration the following factors: location, quality, size, unit type, age, amenities, housing services, maintenance and utilities provided by the owner.

To determine the rent for a unit, the Quincy Housing Authority or its designee will review the following information for the unit in question.

1. Location;
2. Quality (meets HQS/Exceeds HQS);
3. Size (average: most rooms are 70-100 square feet: Most rooms are over 100 square feet);
4. Unit type (duplex / 3 decker / garden / townhouse / single family / high rise);
5. Age (old: over 10 years; new: less than 10 years);
6. Amenities (i.e. dishwasher, washer / dryer, newer carpet, refinished hardwood, off street parking, pantry or abundant shelving and cabinets, balcony, patio, deck, porch, alarm system, modern appliances, high quality floors or wall coverings, large and well maintained yard);
7. Housing Services (concierge or other in-house services);
8. Utilities (highest cost not included in rent / highest cost is included in rent).

Owners may be requested to provide information regarding rent charged for other units owned/managed in the building and/or the neighborhood. If there are no such other units, owner may be asked to submit information showing that the rent sought is “reasonable” in comparison to rents obtained for comparable units in the community.

This information will then be compared to the information on file at the Quincy Housing Authority or with its designee. Comparables utilized to establish the reasonable rent and will be documented. The reasonable rent will be offered to the owner.

Finally, even when the market comparables on file at the Quincy Housing Authority or its designee are higher than the rent which is received by an owner for a “like kind” unit within the same building, the Quincy Housing Authority will only approve a rent equal to that approved for the “like kind” unit within that same building. However, if exceptional circumstances apply (i.e. the unit in question is more desirable because it was recently refurbished or the tenant in the “like kind” unit has been in place for many years), the Quincy Housing Authority may approve the higher rent.

This same rent reasonableness process will be utilized when:

1. the owner requests a rent increase;
2. the Fair Market Rent for the Primary Metropolitan Statistical Area or Metropolitan Statistical Area decreases by more than 5%.

VII CONTINUED OCCUPANCY

A. Adding New Family Members

New family members may be added upon notification to, and approval of, the QHA. Said approval may be granted only after full and proper documentation and verification is submitted to the QHA, and the QHA determines that said person may be added as a family member and an occupant of the unit. This determination may take into consideration among other things, the reasons for denial or termination of assistance set forth in this plan, as well as the necessity for any landlord written approval thereof. Except for additions by reason of birth of a new child, adoption or court-awarded custody of a minor, no occupancy shall take place until the QHA has issued its determination and approval.

The QHA will always allow additions to the family in the following instances: birth, adoption, court awarded custody or necessary as a reasonable accommodation. In other circumstances the QHA will allow additional family members so long as:

1. The current landlord provides written approval for the addition to family composition.
2. The additional family member undergoes the QHA screening process for all new Section 8 applicants (including CORI and income determination) and is determined program eligible.
3. The addition will not result in overcrowding.

In all instances, the family must submit a "Request for Addition to Household Form" to the QHA. The QHA will inform the family if the additional family member is "accepted" or "denied" for admittance to the household.

B. Policy Concerning Residence by a Foster Child or Live-In-Aide 982.551(h)(4)

The QHA may allow occupancy by a foster child or a live-in-aide under certain limited circumstances. The request for a live-in-aide or foster child will be reviewed by the QHA on a case by case basis.

1. Approval of a live-in-aide will generally be granted if:
 - a. it is determined by the QHA that the live-in-aide is essential to the care and well being of an elderly person, a near elderly person, or a person with disabilities;
 - b. the live-in-aide is not obligated for the support of the elderly person, and these requirements are properly documented and verified to the QHA's satisfaction; and
 - c. the live-in-aide would not be living in the unit except to provide for the care of the person.
 - d. the live-in aide signs an acknowledgment that the live-in aide will not be considered a remaining family member upon the death or termination from the program of the person (or family) to whom the live-in aide renders assistance and that the live-in aide shall not be entitled to the person's (or family member's) voucher in these or in any other circumstance.
2. Approval of a foster child will generally be granted if:
 - a. The Department of Social Services has verified that such is an official foster care placement;
 - b. No extenuating circumstances which would lead the QHA to believe the addition of the foster child would be inappropriate, and;

- c. Documentation of the above is provided and verified by the QHA.
- 3. No occupancy shall take place until the QHA has issued its determination and approval of a live-in aide or foster child.
- 4. The QHA shall conduct a CORI check of a live-in aide and foster child (if an adult under CORI regulations). Approval of a live-in aide or foster child may be denied if s/he has a history of drug-related or violent criminal activity., or the live-in aide or foster child has been evicted from a federally-assisted housing program.

C. Family Absence From the Unit – 982.312

The family may not be absent from the unit for a period longer than sixty (60) days. In the event that a family absence is for longer than sixty (60) days, due to continuous hospitalization or temporary placement in a nursing home, the QHA may determine to allow the sixty (60) day period to be extended for an additional sixty (60) days, upon prior written notification to the QHA and submission of appropriate documentation and verification, as requested by the QHA. No payment will be made after the approved absence period has expired. At the request of the family, a new voucher may be issued for a sixty (60) day period, commencing with the date housing assistance payments terminate, and subject to the QHA's determination that all family obligations have been met.

D. Who Remains on the Program if the Family Breaks Up – 982.315

The Quincy Housing Authority is bound by the court's determination if a court determines the disposition of property between members of the assisted family in a divorce or separation decree. When no such court determination has been made, the Quincy Housing Authority shall determine which members of an assisted family will continue to receive assistance if an assisted family breaks up. In making this determination, the Quincy Housing Authority shall consider the interests of all assisted family members. They will then decide which family member receives the voucher on a case by case basis, and the following factors may be included in the Quincy Housing Authority's decision:

- 1. the interests of any minor child/children;
- 2. the interests of ill, elderly, or disabled family members;
- 3. whether, because of obligations under the lease or HAP contract, the assistance should remain with the family members remaining in the original assisted unit;
- 4. family members past record of fulfilling family obligations under the program;
- 5. the relative conduct of all parties;
- 6. whether family members were forced to leave the unit as a result of actual or threatened physical violence, by a spouse or other member of the household, (the QHA shall take this factor into consideration regardless of whether the individual(s) leaving the unit are the victim or the perpetrator);
- 7. family members remaining in the original assisted unit;
- 8. if the sole remaining members of the household are all minors, an adult guardian of such minor children may, after screening (income and CORI) by the Authority, be added to the family composition as the new "head of household"; and
- 9. any other factors which in the discretion of the Quincy Housing Authority will affect the fairness and reasonableness of the determination.

E. Interim Reporting and Processing Policies – 982.516(b)

In addition to the annual reporting requirements relating to family income and composition, there shall be the following interim reporting by the family:

1. Mandatory Interim Examination

All changes in household composition and all changes in household income caused by a change in household composition must be reported in writing to the QHA within 30 days of such change and will result in an interim examination.

2. Optional Interim Examination

At any time the family may request an interim determination of family income or composition because of any changes since the last determination. The QHA will make the interim determination within a reasonable time after the family request.

3. Tenant and HAP payments shall be recalculated as a result of an interim examination. Any increase in tenant payment shall become effective no earlier than the 1st day of the second month following the notice thereof to the tenant. Decreases in tenant payments shall become effective the first month after the participant notifies the QHA and provides any necessary documentation.

4. Minimum Monthly Rental Amount

The minimum monthly rental amount pursuant to Section 507 of the Quality Housing Work Responsibility Act is Zero.

VIII. TERMINATION OF ASSISTANCE - 982.552

A. Termination of Assistance - 982.552

1. The Definition of Termination of Assistance is found in sections 982.552.). A PHA may terminate assistance for a participant because of the family's action or failure to act as described in this section (982.552) or Section 982.553. (Crimes by family members). The provisions of this section do not affect termination of assistance for grounds other than action or failure to act by the family. Termination of assistance for a participant may include any or all of the following: refusing to enter into a HAP contract or approve a lease, terminating HAP under an outstanding HAP contract, and refusing to process or provide assistance under portability procedures. This section does not limit or affect exercise of the QHA rights and remedies against the owner under the HAP contract, including termination, suspension or reduction of housing assistance payments, or termination of the HAP contract.

2. Mandatory Grounds for Termination - 982.552(b)

The Quincy Housing Authority must terminate assistance for a participant for any of the following grounds:

- a.** A family was or is evicted from housing assisted under the program for serious violation of the lease.
- b.** Any member of the family fails to sign and submit consent forms for obtaining information on family status as part of any examination conducted by the QHA.
- c.** The applicant or any member of the family fails to sign and submit required forms (such as the authorization for release of information or declaration of citizenship and non-citizen status. Refusal to sign a citizenship form or declaration of eligible non-citizen status by some family members is not grounds for termination as long as at least one family member does have citizenship or eligible non-citizen status.)
- d.** The family is under contract and 180 days have elapsed since the QHA's last housing assistance payment was made.
- e.** If any household member has been convicted for manufacture or production of methamphetamine on the premises of federally assisted housing.
- f.** The QHA determines that the family or any household member is currently engaging in illegal use of a drug.
- g.** The QHA has determined that a household member's illegal drug use or a pattern of illegal drug use interferes with the health, safety, or right to peaceful enjoyment of the premises by other residents.
- h.** The QHA has determined that a household member's abuse or pattern of abuse of alcohol may threaten the health, safety or right to peaceful enjoyment of the premises by other residents.
- i.** The QHA has determined that a household member has violated the family obligation under 982.551 not to engage in drug-related criminal activity.
- j.** The QHA has determined that a household member has violated the family obligations under 982.551 not to engage in violent criminal activity.

3. Discretionary Grounds for Termination - 982.552(c)

The Quincy Housing Authority may terminate program assistance for a participant based upon the following grounds:

- a. The family violates any family obligations under the program as set forth in 982.551;
- b. The family has violated any family obligations under the Section 8 Program;
- c. The family has misrepresented any fact or information during the Section 8 application process which, if disclosed at the time of the application, would have constituted grounds for denial of the application;
- d. A Housing Authority has terminated assistance under the Section 8 Program for any member of the family;
- e. If any member of the family has committed fraud, bribery, or any other corrupt or criminal act in connection with any Federal Housing Program;
- f. The family currently owes rent or other amounts to the Quincy Housing Authority or another Housing Authority in connection with Section 8 or federal Public Housing Program.
- g. If the family has not reimbursed any Housing Authority for amounts paid to an owner under a HAP contract for rent, damages to the unit or other amounts owed by the family under the lease;
- h. If the family breaches an agreement with the Quincy Housing Authority to pay amounts owed to a HA, or amounts paid to an owner by a HA;
- i. If a family participating in the Family Self Sufficiency (FSS) program fails to comply, without good cause, with the family's FSS Contract of Participation;
- j. If the family has engaged in or threatened abusive or violent behavior towards the personnel of the Quincy Housing Authority or another Housing Authority's personnel;
- k. The family misrepresents income, household members, or any other significant or required information on the application or recertification;
- l. Failure to allow inspection of the dwelling unit proposed for Housing Assistance;
- m. Destruction or damage to the dwelling unit or creating and maintaining a significant health and safety hazard in or about the unit.
- n. Any of the other grounds for termination or denial as set forth in 24 CFR 982.552 or 982.553.
- o. Violation of family obligations or destruction of a previously occupied unit under a federal housing program.
- p. Sexual harassment of a housing authority employee.
- q. Failure or refusal to sign and submit consent forms for obtaining information in accordance with applicable federal regulations, including 24 CFR part 5 relating to evidence of citizenship or eligible immigration status, and any other information (including but not limited to social security numbers) which the QHA is authorized to requestor obtain.
- r. Failure to report to the QHA any changes in family composition or status as may be required by 24 CFR 982.551 or other HUD regulation or this plan., and/ or failure to comply with annual recertification including verification of all income, assets, family composition, or other required documentation.
- s.. Family violation of the QHA policy on absence from the unit.
- t. If any member of the family commits violent or drug related criminal activity.
- u. Any family member has been engaged in criminal activity or alcohol abuse as described in 982.553(a)(1)
- v. If a welfare to work family fails, willfully and persistently, to fulfill its obligations under the welfare –to-work voucher program.

B. The QHA may terminate assistance for criminal activity by a household member if the QHA determines, based upon a preponderance of the evidence, that the household member has engaged in the activity, regardless of whether the household member has been arrested or convicted for such activity.

C. The Quincy Housing Authority Considerations

In deciding whether to terminate assistance, when discretionary on the part of the QHA, because of an action or failure to act by members of the family, the QHA has discretion to consider all of the circumstances in each case, including the seriousness of the case, the extent of participation or culpability of individual family members, mitigating circumstances relating to disability of a family member, and the effects of denial or termination of assistance on other family members who were not involved in the action or failure to act and such other considerations as may be set forth in 982.551 – 982.553.

The QHA may impose, as a condition of continued assistance for other family members, a requirement that other family members who participated in or were culpable for the action or failure will not reside in the unit. The QHA may permit the other members of a participant family to continue receiving assistance.

D. Informal Hearing Procedures for Participants – 982.555

1. When an Informal Hearing is Required – 982.555(a)

The Quincy Housing Authority will give a participant family the opportunity of an Informal Hearing to consider whether the following QHA decisions relating to the individual circumstances of a participant family are in accordance with the law, regulations, and QHA policies:

- a.** A determination of the family's annual or adjusted income and the use of such income to compute the HAP payment.
- b.** A determination of the appropriate utility allowance for tenant paid utilities from the QHA utility allowance schedule.
- c.** A determination of the family unit size under the QHA subsidy standards.
- d.*** The Quincy Housing Authority's determination to deny a family's request for an exception to the HA's subsidy standards.
- e.*** A determination to terminate assistance for a participant family because of the family's action or failure to act (see 24 CFR 982.552).
- f.*** A decision to terminate assistance because the participant family has been absent from the assisted unit for longer than the maximum period permitted under QHA policy and HUD rules.

In the cases noted with an * (d, e and f), the Quincy Housing Authority must give the opportunity for an informal hearing before it terminates HAP payments under an outstanding HAP contract.

2. When an Informal Hearing is Not Required – 982.555(b)

The Quincy Housing Authority is not required to provide a participant family an opportunity for an Informal Hearing for any of the following:

- a.** Discretionary administrative determinations by the HA;
- b.** General policy issues or class grievances;

- c. Establishment of the QHA utility allowance schedule;
- d. The QHA's determination not to approve an extension of a suspension of voucher term;
- e. The QHA's determination not to approve a unit or a lease;
- f. The QHA's determination that an assisted unit is not in compliance with HQS. (However, a hearing must be granted if termination is based upon HQS breach caused by the family described in 982.551 (c)).
- g. The QHA's determination that the unit is not in accordance with HQS due to family unit size;
- h. A determination by the QHA to exercise or not to exercise any right or remedy against the owner under a HAP contract.

3. Notice to Family – 982.555(c)

- a. Situations a - c of Section 1, "When an Informal Hearing is Required;" (adjusted income; utility allowances; family unit size): In situation a, b, and c of section 1, the QHA must notify the family that the family may ask for an explanation of the basis of the QHA's determination and if the family does not agree with the determination, the family may request an informal hearing on the decision.
- b. Situations d – f of Section 1, "When an Informal Hearing is Required;" (exceptions to subsidy standards, termination under 982.552 Family Act, Failure to Act, Absence from the Unit). In cases described in letters d, e, and f, of Section 1, set forth previously, the QHA will give the family prompt written notice that the family may request a hearing.

The Notice Will:

- 1. Contain a brief written statement of the reasons for the decision;
- 2. State that if the family does not agree with the decision, the family may request an Informal Hearing on the decision; and
- 3. State a deadline within which the family must request the Informal Hearing.

The request for a hearing must be made by the participant in writing, within ten (10) days of the date of the notice from the QHA. A request must be received by the QHA within the ten (10) day period. (The QHA is not responsible for mail not received.)

4. Hearing Procedures – 982.555(d) and (e)

The hearing will proceed within a reasonably expeditious time parameter after the request is made provided that the request is made within the stated deadline. The family may examine, before the hearing, any documents that are directly relevant to the hearing. The family may copy any such documents, at the family's expense. If the QHA does not make the documents available to the family before the hearing upon request of the family, the documents may not be relied upon at the hearing.

The QHA must be given the opportunity to examine at the QHA office any documents the family plans to present at the hearing. The QHA may copy such documents at the QHA's expense. If the family does not make the documents available for the QHA upon request, the family may not

rely on the documents at the hearing.

Documents include records and regulations. The family may be represented by a lawyer or another representative at the family's own expense. The hearing will be conducted by a person designated by the QHA. This person will not be the person who made or approved the decision that is the subject of the hearing or a subordinate of such person. This person will regulate the conduct at the hearing in a manner consistent with HUD regulations. Specifically, he /she will ensure the following:

- a. that the QHA and the family are given the opportunity to present evidence;
- b. that the QHA and the family are given the opportunity to question any witnesses;
- c. that evidence is considered without regard to the rules of evidence applicable to judicial proceedings; and,
- d. that a written decision is issued which states the reasons for the decision and that a copy of the decision is promptly furnished to the family.

Factual determinations shall be based upon a preponderance of the evidence standard. The effect of a decision by the hearing officer shall be as set forth in applicable HUD regulations, currently 982.555(f).

5. Informal Hearings for Non-Citizen Rule Matters

The Informal Hearing provisions for the denial of assistance on the basis of ineligible immigration status are contained in 24 CFR part 5.

E. Payments by Families Who Owe Money to the QHA – 982.552(c)

Grounds for denial or termination of Section 8 Assistance include situations in which the family owes money to the QHA or another Housing Authority. The QHA may, in its discretion, based on the facts and circumstances of the case, offer the family the opportunity to enter into a repayment agreement. Factors considered in determining whether a repayment agreement will be offered include, but are not limited to, the following:

1. the amount of money owed;
2. the reason such money is owed and the extent of culpability on the part of family members;
3. the family's evidence of commitment and ability to make repayment.

Generally, a lump sum amount such as 1/3 of the "amount due" must be provided at the time of execution of the repayment agreement. However, the QHA reserves the right to require a larger up-front payment. Additional payments will generally be due and payable in equal monthly installments so that the total amount due is paid in full within six (6) months after the execution of the agreement.

In the event of breach of the agreement by the family (i.e. late or missed payments), the QHA shall retain the right to terminate the agreement and move forward with termination of Section 8 Assistance on grounds originally available at the time of execution of the repayment agreement and on any additional grounds which have become applicable since the execution of the repayment agreement. In the event that a family makes one or more late payments which are accepted by the QHA, this shall not stop them from terminating the agreement at a later date for

failure of the family to again make payment within the time parameter set forth in the repayment agreement. The QHA reserves the right to refuse to enter into a repayment agreement with a family if it is of the opinion that such agreement should not be offered based upon the facts and circumstances of the case. Finally, if the repayment agreement is a damage claim repayment, the family will be prohibited from relocating to a new unit until the amount is paid in full.

IX INSPECTIONS

A. Consistency With Market Practice

The guidelines and performance standards included herein are consistent with practices utilized in the private housing market. Specifically, in private market units, an occupancy permit may be requested by the owner. To obtain such permit, an inspector from the local code enforcement agency, usually the Inspectional Service's Department for the city will come out to the unit and perform an inspection to ensure that the unit is in compliance with the Massachusetts State Sanitary Code. In the event that the unit does not pass inspection, the owner is provided a written description of the code violations and a time parameter within which to make repairs.

B. When Inspection Shall be Performed

Inspections will be performed in the following instances:

1. **Initial Inspection:** Prior to the execution of a Lease or HAP, the unit in question must pass an initial inspection. This inspection will take place and the family and owner will be notified of the results within fifteen (15) days of submission of the Request for Lease Approval (RLA) or Request for Tenancy Approval (RTA).
2. **Annual Inspection:** Inspections will be performed on an annual basis to ensure that the unit is maintained in a manner which is consistent with HUD Housing Quality Standards.
3. **Quality Control Inspection:** The required number of inspections, as set forth in HUD's definition of Quality Control Sample, undergo a Quality Control Inspection to ensure that all inspections are performed in accordance with HUD requirements.
4. **Upon Request of Tenant:** The tenant or the family may request that the QHA perform an inspection to the unit to ensure that the unit is maintained in a manner consistent with HUD's Housing Quality Standards.
5. **Upon Request of Owner:** The owner may request that the QHA perform an inspection to the unit to ensure that the unit is maintained in a manner consistent with HUD's HQS. The QHA will only perform such inspection if they determine that performance of such inspection is reasonable.

C. Standards and Procedures Utilized

The QHA will utilize the acceptability criteria as contained in the Program Regulations and is using a HUD approved modified version of the HUD 52580 Inspection Form or equivalent form. In addition to the Housing Quality Standards, applicable state and local codes will also be observed and utilized. The stricter of applicable codes shall be followed.

1. All Request for Lease Approval Forms will be submitted to the Program Administrator or Supervisor, who will assign the unit for inspection. All inspections and findings shall be followed by an inspection report and determination on rent.

The housing inspector utilized by the QHA has demonstrated knowledge and experience to perform the necessary inspections utilizing the HUD Housing Quality Standards. In addition, the local Board of Health may provide technical assistance as needed to determine the acceptability of any units under the Massachusetts State Sanitary Code.

2. After completing the inspection, a copy of the Report will be sent to the property owner and the applicant, and one (1) copy will be retained in the applicant's file. This form shall serve to indicate repairs which must be completed prior to the execution of a Contract and Lease.

Inspections shall be repeated immediately after the required date to ensure compliance, and recorded on the HUD 52580 or HUD approved modified version or equivalent.

The QHA shall make the final determination of compliance with the HUD Housing Quality Standards and state and local codes. In any disagreement relating solely to QHA interpretation of state and local codes, the QHA may elect to request an opinion from the local Board of Health as to proper interpretation of state and local codes, although any final decision shall be made by the QHA. The QHA will adhere to HUD's Housing Quality Standards as set forth in HUD's new Lead Based Paint Requirements, and the requirements of the Massachusetts General Laws relative to lead based paint.

D. Time Parameter for Repairs and Consequences of Failure to Repair – 982.404(a)(3)

1. Serious life threatening violations must be corrected within twenty-four (24) hours.
2. For other HQS violations, corrections must be made within thirty (30) days.

The QHA will provide extensions if necessary based upon the facts and circumstances of each case.

For the HQS breach caused by the family, the family must make repairs within the time parameter set forth above otherwise, QHA may terminate assistance to the family. Family caused HQS breach is the following:

- a. Family fails to pay for any utilities that the owner is not responsible to pay for, but which are required to be paid by the tenant;
- b. Family fails to provide and maintain appliances that the owner is not to provide but which are to be provided by the tenant;
- c. Any member of the family or a guest damages the dwelling unit or premises (damages beyond reasonable wear and tear).

For all other HQS breaches the owner must make repairs within the time parameter set forth above or the Quincy Housing Authority will consider such failure to repair to be a breach of the HAP contract and may take any of the following actions:

- a. Termination of HAP;
- b. Suspension of HAP payments; or
- c. Reduction of HAP payments.

Action taken by the QHA will depend on the facts and circumstances of each individual case. Failure to terminate, suspend, or reduce payments to an owner or to terminate assistance to a participant in one instance shall not stop the QHA from taking such action in the future.

E. Subcontractors

Based on the constant modifications of State and local codes and HUD regulations and the serious nature of HQS performance, the QHA frequently subcontracts out the responsibility of the HQS inspections, and the corresponding Rent Reasonableness determinations to qualified individuals in the inspections field. All subcontractors are selected by their response to a Request for Proposal and qualifications are primarily based upon knowledge and experience in the Housing Quality Inspection field.

X. EQUAL OPPORTUNITY

The Quincy Housing Authority will:

- 1.** comply with Title VI of the Civil Rights Act of 1964 (42 U.S.C. 2000d) and regulations issued pursuant thereto (24 CFR Part 1) which state that no person in the United States shall, on the ground of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity for which the applicant receives financial assistance; and will take any measures necessary to effectuate this agreement.
- 2.** comply with the Fair Housing Act (42 U.S.C. 3601-19) and regulations issued pursuant thereto (24 CFR Part 100) which prohibit discrimination in housing on the basis of race, color, religion, sex, handicap, familial status, or national origin, and administer its programs and activities relating to housing in a manner to affirmatively further fair housing.
- 3.** comply with Executive Order 11063 on Equal Opportunity in Housing which prohibits discrimination because of race, color, creed, or national origin in housing and related facilities provided with Federal financial assistance and HUD regulations (24 CFR Part 107).
- 4.** comply with Section 504 of the Rehabilitation Act of 1973 (29 U.S.C. 794) and regulations issued pursuant thereto (24 CFR Part 8) which state that no otherwise qualified individual with handicaps in the United States shall solely by reason of the handicap be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance.
- 5.** comply with the provisions of the Age Discrimination Act of 1975 (42 U.S.C. 6101-07) and regulations issued pursuant thereto (24 CFR Part 146) which state that no person in the United States shall on the basis of age be excluded from participation in, be denied the benefits of, or be subjected to discrimination under a program or activity receiving Federal financial assistance.
- 6.** comply with the provisions of Title II of the Americans with Disabilities Act (42 U.S.C. 12131) and regulations issued pursuant thereto (28 CFR Part 35) which state that subject to the provisions of Title II, no qualified individual with a disability shall, by reason of such disability, be excluded from participation in or be denied the benefits of the services, programs or activities of a public entity, or be subjected to discrimination by any such entity.

XI. METHODS OF ADMINISTRATION

A. Use of Special Housing Types (Part 982, Subpart M)

1. Reasonable Accommodation

Unless so noted under the specific housing type special housing types shall be provided only if the provision of such serves to reasonably accommodate a person with a disability.

Special Housing types, when required, will be administered according to federal regulations.

B. Special Rules for Use of Special Purpose Vouchers

HUD has provided funding to the QHA for the special programs listed below:

1. The Designated Housing Program

2. Preservation/Enhanced Vouchers

Special rules for these programs are set forth within Exhibit B and Exhibit E of this document.

C. Conflict of Interest

The QHA shall comply with the Conflict of Interest provisions of 24 CFR 982.161.

D. Section 8 Management Assessment Program (SEMAP)

The QHA will operate its housing assistance program with efficiency and will demonstrate to HUD auditors that the QHA is using its resources in a manner that reflects its commitment to quality and service. QHA policies and procedures are consistent with the goals and objectives of the applicable HUD SEMAP indicators currently set forth in 24 CFR Part 985.

E. Board Approval of Administrative Fee Reserves – 982.155(b)(1)

The QHA must use funds in the administrative fee reserve to pay program administrative expenses in excess of administrative fees paid by HUD for the QHA's fiscal year. If funds in the administrative fee reserve are not needed to cover administrative expenses (to the end of the last expiring funding increment under the Consolidated ACC), the QHA may use these funds for other housing purposes permitted by state and local law. However, HUD may prohibit use of the funds for certain purposes.

The QHA Board of Officials, or other authorized officials, has determined that \$10,000.00 may be charged against the administrative fee reserve without specific approval. All monies in excess of this sum will require approval from the Quincy Housing Authority's Board of Officials or other authorized officials.

EXHIBIT “A”

DEFINITIONS:

Local Resident

A person who has a principle residence and domicile or a place of employment in the City of Quincy, or who has been hired to work in the City of Quincy. Temporary residence with relatives or friends in Quincy is not sufficient, unless the person’s last primary residence was in Quincy. In the case of an applicant staying in a homeless shelter, the applicant shall be allowed to select (for residency preference purposes) either the community from which he/she was displaced or the community in which he/she is temporarily housed.

Homeless Shelter

A place of temporary residence for homeless persons or families or victims of domestic violence, provided or operated by an agency recognized by the Commonwealth of Massachusetts and/or local government as a provider who has a primary goal/objective to provide temporary shelter to homeless persons or families or victims of domestic violence. Examples: Father Bill’s Shelter, battered women’s shelter or safe homes operated by agencies such as DOVE, Transitional Housing Programs.

Definitions related to family composition

HUD regulations, currently found at section 5.403, shall define the following terms: Disabled Family; Displaced Family; Elderly Families; Family; Live-in aid; Near-elderly family; Person with disabilities. It is noted that this Plan may refer to a household and/or household members. For purposes of this Plan, the word “household” will have the same meaning as “family”.

Continuously Assisted

An applicant is continuously assisted under the 1937 Act if the family is already receiving assistance under any 1937 Act program when the family is admitted to the certificate or voucher program.

Special Admission.

Admission of an applicant that is not on the QHA waiting list or without considering the applicant’s waiting list position. The QHA shall maintain records of special admissions.

The QHA currently has three categories of special admissions: DHP voucher applicants who are selected from the Authority’s public housing waiting list according to the approved DHP; eligible in-place tenants who reside in a Project-Based unit at the time of initial selection of the unit; and current tenants residing in QHA public housing unit who require a HCV as a reasonable accommodation to a disability.

Exhibit B	DPH Approval Letter and Extension Approval Letter (hard copy only)
Exhibit C	Homeownership Program
Exhibit D	List of Project-Based Developments (There is currently no exhibit D as the projects are not yet selected)
Exhibit E	Enhanced Voucher Program

QHA AMENDMENT TO ADMINISTRATIVE PLAN
COVERING ADMINISTRATION OF THE
SECTION 8 HOMEOWNERSHIP PROGRAM

I. INTRODUCTION

In order to further the Quincy Housing Authority's ("QHA") goal of providing increased housing opportunities to low income families, the QHA will offer a Section 8 Homeownership Program. The Section 8 Homeownership Program will be limited to ten (10) new participants per year and will be offered to qualifying families enrolled in the QHA's Section 8 Family Self Sufficiency Program (FSS). HUD regulations are subject to change and regulations as amended by HUD will govern where applicable. The Homeownership option is not available for units receiving Section 8 Project-Based assistance. The Homeownership Option is only available to families receiving Tenant Based assistance.

II. INITIAL ELIGIBILITY REQUIREMENTS

1. FSS Participant:

- a. The family must be enrolled in the QHA's Section 8 Family Self Sufficiency (FSS) Program for at least six (6) months prior to eligibility for the Section 8 Homeownership Program.
- b. The Family must have an interim or final goal of homeownership stated within the FSS Contract/Individual Training and Services Plan.
- c. The family must be in compliance with their FSS contract and have successfully met other interim goals.

The QHA's FSS coordinator will make the determination as to whether the family qualifies for the homeownership program under this criteria.

2. Income:

At commencement of homeownership assistance, the family must demonstrate that gross annual income is not less than federal minimum hourly wage x 2000 hours. Welfare assistance will not count when determining gross annual income, unless the family is an elderly or disabled family. Welfare assistance is defined by HUD in 25 CFR part 5.603. This definition reads as follows: “Welfare or other payments to families or individuals, based on need, that are made under programs funded, separately or jointly, by Federal, State or local governments.”

3. Employment Requirements:

The family must demonstrate that one or more adult members of the family who will own the home at the commencement of homeownership assistance is currently employed for not less than an average of 30 hours per week, and has been continuously so employed during the year before commencement of homeownership assistance for the family. A preference for participation in the QHA’s Section 8 Homeownership Program will be provided to families who have been continuously employed (for an average of 30 hours a week) for over two (2) years.

The Employment requirement does not apply to an elderly or disabled family, and the elderly or disabled family shall be entitled to the preference as if working for over two (2) years.

If there are interruptions in employment exceeding thirty (30) days this will be considered to break the “continuity of employment”. Self-employment in a business shall be considered employment if the family is operating a legal business and has reported income from said business to the QHA and the IRS at prior recertifications and on tax returns.

4. Minimum Down Payment Requirements:

The family must have at least three (3) percent of the purchase price for participation in the Section 8 Homeownership Program and this money must come from the family's personal resources. The QHA will give preference for participation in the Section 8 Homeownership Program to those FSS participants who have a five (5) percent downpayment. Again, at least three (3) percent must come from personal resources.

5. Good Standing:

The family must be in good standing with the QHA and their Section 8 landlord. In "good standing" means the tenant has paid rent on time over the preceding 12 month period, and has not violated any lease provisions or family obligations. The family shall provide a statement from their landlord to document "good standing".

6. 1st time homebuyer :

The Section 8 Homeownership Program is only available to first time homebuyers. To qualify as a "first time homebuyer" the assisted family may not include any person who owns a "present ownership interest" in a residence of any family member during the three years before the commencement of homeownership assistance for the family. Such interest includes ownership of title or of cooperative membership shares. 1st time homebuyer includes a single parent or displaced homemaker, who, while married, owned a home with his or her spouse, or resided in a home owned by his or her spouse.

An FSS Participant determined ineligible for participation in the Section 8 Homeownership Program may request an informal hearing in accordance with the Section 8 Administrative Plan.

III. COUNSELING SESSIONS

Families must successfully complete first time homebuyer counseling, which is performed by Neighborhood Housing Services and/or Quincy Community Action Program, and provide written verification of such successful completion to the QHA. The QHA has entered into a Memorandum of Understanding with the Neighborhood Housing Services and Quincy Community Action Program regarding the provision of said counseling services.

VI. SELECTION OF A HOME

1. Eligible Housing:

Only a single family dwelling, or single unit in a cooperative or condominium is eligible for purchase under the Section 8 Homeownership Program. The homeownership option is not available for units receiving Section 8 Project Based assistance. The Homeownership Option is only available to families receiving Tenant Based assistance. A home may be purchased under the homeownership option, if at the time the QHA determines that the family is eligible to purchase the home, the home is either under construction or already existing.

2. Requirements for Search and Purchase:

Families will be provided with a period of 180 days to select the home, secure financing and purchase the property. Any extension beyond 180 days will be made at the sole discretion of the Director of Leased Housing, based upon the recommendation of the FSS Coordinator.

3. Home Inspections:

a. When a home is selected, the family must have two inspections performed. One inspection is to be performed by the QHA or its designee to determine that the home meets HUD's Housing Quality Standards. An inspection must also be performed by a licensed independent inspector.

This inspection is to be paid for by the family and the inspector must prepare a full inspection report. A copy of the independent inspection report must be given to the QHA.

b. There is no requirement for the QHA to conduct annual inspections, therefore annual inspections shall not be performed.

c. A certificate of lead paint compliance must also be given to the QHA.

V. CONTRACT OF SALE

The contract of sale must contain a seller certification that the seller is not debarred, suspended or subject to a limited denial of participation. The contract of sale shall also provide for a pre-purchase inspection.

VI. FINANCING

The QHA will encourage families to obtain a fixed year mortgage for a 20 or 30 year term.

If a family is approved for a variable rate mortgage or a balloon financing, the QHA will generally not approve such arrangements. However, upon request of the family, the QHA will review the financing arrangement with the family and retains the authority to approve balloon financing or variable rate note in extenuating circumstances. Seller financed arrangements will not be approved, unless the seller is a non-profit. Financing for purchase of a home under the Section 8 Homeownership Program will be provided, insured or guaranteed by the state or federal government, comply with secondary mortgage market underwriting requirements, or comply with generally accepted private sector underwriting standards.

VII. AFFORDABILITY

The family must supply the QHA with the specific financing terms and all other monthly expenses associated with the home (i.e. taxes, water and sewer, insurance, repairs [can be based on inspection report] and maintenance costs). The QHA will review this information, taking into

consideration any other monthly costs of the family such as unreimbursed medical, child care or other costs. The QHA will then determine if the purchase is “affordable” to the family.

Generally, a purchase will not be approved if the Section 8 subsidy plus 40% of the family’s adjusted monthly income will not cover the costs associated with the home. The QHA will also consider whether it is feasible that the family will be able to continually afford the purchase over the life of the mortgage. The QHA’s decision as to affordability will be given to the family in writing. The family may request, in writing, an informal review with the Director of Leased Housing or her designee to review this decision.

VIII. HOMEOWNERSHIP EXPENSE

A Homeownership Expense is a factor in determining affordability. In addition, it may be utilized to determine the amount of homeownership assistance to be paid by the QHA on behalf of the family.¹

Homeownership Expense includes the following costs:

Principal and interest on initial mortgage debt, any refinancing of such debt, and any mortgage insurance premium incurred to finance purchase of the home;

Real estate taxes and public assessments on the home;

Home Insurance;

The QHA allowance for maintenance expenses; QHA will calculate \$50 per month toward maintenance costs.

The QHA allowance for costs of major repairs and replacements; QHA will calculate \$100 per month toward the cost of major repairs and replacements:

The QHA utility allowance for the home; and

¹ 24 C.F.R. 982.635 sets forth the amount of monthly homeownership payment. Generally, it is equal to the lessor of payment standard less total tenant payment (“TTP”) or monthly homeownership expense less TTP.

Principal and interest on mortgage debt incurred to finance costs for major repairs, replacements or improvements for the home. If a member of the family is a person with disabilities, such debt may include debt incurred by the family to finance costs needed to make the home accessible for such person, if the QHA determines that allowance of such costs as homeownership expenses is needed as a reasonable accommodation so that the homeownership option is readily accessible to and usable by such person.

IX. HOMEOWNER OBLIGATIONS

Before housing assistance begins the family and PHA must execute a statement of homeowner obligations. The family must comply with the following obligations:

1. To the extent required by the QHA, the family must attend and complete ongoing homeownership and housing counseling.
2. The family must comply with the terms of any mortgage securing debt incurred to purchase the home (or any refinancing of such debt).
3. So long as the family is receiving homeownership assistance, use and occupancy of the home is subject to 982.551(h) and (i) which read as follows:

(h) Use and occupancy of unit.

(1). The family must use the assisted unit for residence by the family. The unit must be the family's only residence.

(2). The composition of the assisted family residing in the unit must be approved by the QHA. The family must promptly inform the QHA of the birth, adoption or court-awarded custody of a child. The family must request QHA approval to add any other family members as an occupant of the unit. No other person (i.e. nobody but members of the assisted family) may reside in the unit (except for a foster child or live-in aide as provided in paragraph (h)(4) of this section).

(3) The family must promptly notify the QHA if any family member no longer resides in the unit.

(4). If the QHA has given approval, a foster child or a live-in-aide may reside in the unit. The QHA has the discretion to adopt reasonable policies concerning residence by a foster child or a live-in-aide and defining when QHA consent may be given or denied. Such policies are outlined in the Section 8 Administrative Plan.

(5) Members of the household may engage in legal profitmaking activities in the unit, but only if such activities are incidental to primary use of the unit for residence by member of the family.

(6) The family must not sublease or let the unit.

(7) The family must not assign or transfer the home.

(i) Absence from unit.

The family must supply any information or certification requested by the QHA to verify that the family is living in the unit, or relating to family absence from the unit, including any QHA requested information or certification on the purposes of family absences. The family must cooperate with the QHA for this purpose. The family must promptly notify the QHA of absence from the unit.

4. The family may grant the mortgage on the home for debt incurred to finance purchase of the home or any refinancing of such debt.

5. Upon death of a family member who holds, in whole or in part, title to the home or ownership of cooperative membership shares for the home, homeownership assistance may continue pending settlement of the decedent's estate, notwithstanding transfer of title by operation of law to the decedent's executor or legal representative, so long as the home is solely occupied by the remaining family members in accordance with 982.551(h).

6. The family must supply required information to the PHA in accordance with 982.551(b) which reads as follows:

(b) Supplying required information:

(1) The family must supply any information that the PHA or HUD determines is necessary in the administration of the program, including submission of required evidence of citizenship or eligible immigration status (as provided by 24 CFR Part 5). “Information” includes any requested certification, release or other documentation.

(2) The family must supply any information requested by the PHA or HUD for use in a regularly scheduled reexamination or interim reexamination of family income and composition in accordance with HUD requirements.

(3) The family must disclose and verify social security numbers (as provided by part 5, subpart B) and must sign and submit consent forms for obtaining information in accordance with said part.

(4) Any information supplied by the family must be true and complete

7. In addition to other required information, the family must supply any information as required by the PHA or HUD concerning:

a. Any mortgage or other debt incurred to purchase the home, and any refinancing of such debt (including information needed to determine whether the family has defaulted on the debt, and the nature of any such default), and information on any satisfaction or payment of the mortgage debt.

b. Any sale or other transfer of any interest in the home or

c. The family’s homeownership expenses.

8. The family must notify the PHA before the family moves out of the home.

9. The family must notify the PHA if the family defaults on a mortgage securing any debt incurred to purchase the home.
10. During the time the family receives homeownership assistance no family member may have any ownership interest in any other residential property.
11. The family must comply with the obligations of a participant family described in 982.551., however the following provisions do not apply under the homeownership option:
982.551(c),(d),(e),(f),(g), and (j).
12. The members of the family must not commit fraud, bribery or any other corrupt or criminal act in connection with the programs. The members of the family may not engage in drug-related criminal activity, or violent criminal activity. An assisted family, or members of the family, may not receive Section 8 Tenant-Based assistance while receiving another housing subsidy for the same unit for or a different unit, under any duplicative federal, State or local housing assistance program.

X. PAYMENT OF HAP

1. Before the Housing Assistance begins, the Family and the QHA must execute a Statement of Homeownership Obligations.
2. Homeownership assistance may only be paid while the family is residing in the home. If the family moves out of the home, the QHA may not continue homeownership assistance after the month when the family moves out.
3. Federal regulations govern the calculation of Housing Assistance Payments (“HAP”), which are the funds paid on behalf of the family. Currently HAP is the lessor of Homeownership Expenses less TTP or the QHA’s Payment Standard less TTP. Under the QHA’s Section 8

Homeownership Program the HAP will be sent directly to the lender on behalf of the assisted family.

4. Except for elderly or disabled families Section 8 Homeownership Assistance may only be paid for a maximum period of 15 years if the initial mortgage incurred to finance the home has a term of 20 years or longer. In all other cases, the maximum term of Homeownership assistance is 10 years. If during the course of Homeownership Assistance, the family ceases to qualify as a disabled or elderly family, the maximum term becomes applicable from the date homeownership assistance commenced. However, such a family must be provided at least 6 months of homeownership assistance after the maximum term becomes applicable (provided the family is otherwise eligible to receive Section 8 Homeownership Assistance.)

5. The PHA will annually reexamine the family income and composition and make appropriate adjustments to the amount of the monthly HAP.

XI. RESTRICTION ON MOVES:

Under the QHA's homeownership program families cannot move more than one time per year.

The family may not move during the first year of homeownership, unless such a move is warranted as part of a reasonable accommodation to the participant and/or the participant household members.. All initial rules will apply to a move such as required inspection and affordability restrictions.

XII. DENIAL OR TERMINATION OF ASSISTANCE

The family shall only be entitled to assistance in so far as HUD regulations and QHA policy allow. Any tenant may be terminated if the family is in violation of any homeownership obligations, family obligations, mortgage obligations, contract terms, or program requirements. Further, a tenant shall not be eligible for assistance if they are determined overincome, or

otherwise ineligible based on program guidelines. Denial or termination of assistance shall be processed in accordance with Section 8 HCV denial or termination as defined in HUD regulations and this Section 8 Administrative Plan.

XIII. TRANSITIONAL SUPPORTIVE SERVICES

The QHA shall provide transitional supportive services through the FSS program.

XIV. RECAPTURE

PHAs shall recapture a percentage of homeownership assistance defined and authorized by current HUD regulations at the time of the sale or refinancing of the home. Sales proceeds that are used by the family to purchase a new home with Section 8 Homeownership Assistance are not subject to recapture. A family may refinance to take advantage of lower interest rates or better mortgage terms without a recapture penalty. Only those proceeds realized upon refinancing that are retained by the family are subject to the Program Recapture provision. The family is required to enter into a recapture agreement.

QUINCY HOUSING AUTHORITY
AMENDMENT TO
SECTION 8 ADMINISTRATIVE PLAN
COVERING ADMINISTRATION OF ENHANCED VOUCHERS

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Administration of Enhanced Vouchers

I. Introduction

The Quincy Housing Authority has been selected by the Department of Housing and Urban Development (HUD) to administer “enhanced” Section 8 vouchers (hereafter, “enhanced vouchers”). Specifically, certain families residing in subsidized housing in Quincy for which the owner pre-paid or voluntarily terminated a certain mortgage were identified by HUD for screening to be performed by the Quincy Housing Authority to determine if a preservation voucher should be provided to the family.

Generally, the Preservation Vouchers are offered so that families may remain at the Project with Section 8 assistance even after the prepayment/voluntary termination has occurred and rents have been increased to market level.

These enhanced vouchers have certain rules which are specific to this particular program, such as the family’s minimum contribution towards rent and a special voucher payment standard for families who choose to stay in their original dwelling unit.

II. Projects Covered by This Program

“Enhanced Vouchers” are provided only to eligible residents of projects covered by certain Acts. It is HUD’s Office of Housing who identifies the specific projects who are eligible for assistance by applying a number of criteria.

Once HUD determines that the project is eligible, it is the local Housing Authority, in this case, the Quincy Housing Authority, who is responsible to determine the eligibility of each family residing in the HUD identified property.

III. Family Eligibility for Enhanced Vouchers

The Quincy Housing Authority ensures that a family from the HUD identified project is eligible generally by reviewing the following factors:

(A) Income Eligibility

To be income eligible on the date of the mortgage pre-payment, the resident must be either:

- (1) A low income family (80% or less of median), this includes very low and extremely low income family; or
- (2) A moderate income family (81% to 95% median), who is:
 - (a) elderly; or
 - (b) disabled
- (3) A moderate income family residing in a low vacancy area (3% or less vacancy rate). HUD informs the Quincy Housing Authority as to whether the area is considered a low-vacancy area on the date of conversion. HUD has identified the site of Wollaston Manor as a “low vacancy area.”

(B) Other Factors Specific to the Federal Section 8 Program

(1) Eligibility Screening

In addition to income eligibility, the Quincy Housing Authority will also engage in normal Section 8 program eligibility screening performed on other new applicants. Such screening includes, but is not limited to, a determination that the family has not engaged in violent or drug related criminal activity and includes an application of the HUD rule, “Restrictions on Assistance to Non-Citizens.” This section is added to make the family and advocates aware that additional screening criteria may apply and shall not serve to limit the Housing Authority’s screening authority. The QHA’s screening criteria is limited by federal and state law and in all cases the QHA will comply with the statutory and regulatory requirements as well as the provisions set forth in the Administrative Plan for the Section 8 Program.

Based upon the limited time frame involved with many preservation

transactions, the Quincy Housing Authority has determined that clients will not be prevented from leasing a unit with the preservation solely because the client's Criminal Offender Record Information (CORI) is not yet available to the Quincy Housing Authority due to delays in processing this information by the state agency assigned to perform this screening. However, this shall not serve to limit the Quincy Housing Authority's right to then terminate the client's Section 8 Assistance due to drug related or violent criminal activity as defined by HUD regulations for the tenant based Section 8 program after such time as the CORI is received and reviewed by the Quincy Housing Authority. Any applicant who is denied assistance or participant for whom assistance is to be terminated shall be entitled to grievance procedures set forth in the QHA's Administrative Plan.

(2) Normal Program Requirements

Except for the special conditions outlined in this Administrative Plan and any applicable HUD Notices, the normal program requirements apply. For example, in addition to income verification, the Housing Authority must conduct initial and annual HQS inspections. Under no circumstances will the Quincy Housing Authority make housing assistance payments for any period prior to the date the Quincy Housing Authority inspects and determines that the unit passes inspection. The QHA will inspect and approve units prior to the conversion action and no later than the "target date" whenever feasible.

(3) Rent Reasonableness

The Quincy Housing Authority will establish a reasonable rent for the unit in the manner generally used under the voucher program. Specifically, units similar in type, location, amenities, size, and age, among other factors will be compared to the preservation unit in question in order to establish a reasonable rent.

(4) Portability

The Preservation vouchers are tenant based assistance and the family is under no obligation to remain in the project. The family has the same portability rights as any other family assisted under the tenant based voucher program.

(5) Turnover

If a preservation voucher turns over anytime after initial issuance (i.e. a preservation assisted family leaves the program), the funding is subject to normal program rules.

(C) Availability to All Residents

Subject to and additional to HUD requirements, both unassisted and assisted residents are eligible for enhanced voucher assistance made available for residents in developments where prepayments/voluntary terminations occur.

(D) Special Conditions for Families Assisted Under the Section 8 Tenant Based Program

A family assisted under a tenant based contract on the date of prepayment may be covered under the special rules for Preservation Assistance, or the family may not, depending on certain conditions:

(1) Families Covered by Special Preservation Rules

In order to be converted by the special conditions afforded to stayers by enhanced vouchers, a resident who is currently assisted under the Section 8 Tenant Based Program on the date of prepayment, voluntary termination must meet all of the following conditions.

- (a)** family meets income eligibility criteria described elsewhere in this notice;
- (b)** termination of existing certificate lease or, a rent

increase under the voucher program, which are in accordance with the lease agreement and program regulations;¹

(c) new lease, if applicable;

(d) proposed new rent is reasonable;

(e) the family will stay in the unit instead of moving outside of the development.

(2) Families Who Choose to Retain Original Section 8 Assistance and Not Convert to Preservation Assistance

The Tenant Based Assistance family may avoid converting to preservation assistance by moving from the original unit. This will avoid a conversion to “preservation assistance.”

Residents assisted under the regular certificate or voucher programs may choose not to accept the enhanced subsidy, in which case all regular rules remain in effect, regardless of whether the family chooses to remain at the property. The enhanced voucher minimum rent provisions only apply if the family chooses to receive the enhanced voucher subsidy.

IV. Calculating the Housing Assistance Payment (HAP) and Determining Payment Standard

(A) Stayers

(1) Housing Assistance Payments For Families Who Choose to Stay in the Same Unit

The shopping incentive for all families who stay in the same unit or complex who are newly admitted after December 20, 1998 was eliminated under the Fiscal Year 99 Appropriations Act.

¹ Under the Voucher Program an owner may increase the rent in accordance with the terms of the existing lease and local and state law. Therefore, the owner is not required to terminate the existing lease and HAP for existing voucher participants to receive “preservation assistance.”

Therefore, the Housing Assistance Payment (HAP) will equal the new gross rent for the unit minus the greater of:

- (a) 30% of the adjusted family income;
- (b) 10% of the family's gross monthly income;
- (c) the applicable "rent" the family was paying on the date of prepayment/voluntary termination or:
- (d) Such other minimum rent as established by the Quincy Housing Authority and adopted in its Administrative Plan which is authorized by Federal law.

(2) Payment Standard Where the Family Chooses to Stay in the Same Unit

For a family staying in the same unit the payment standard is the gross rent (rent to owner plus any applicable utility allowance) of the family's unit, provided that the rent is reasonable² and exceeds the Quincy Housing Authority's payment standard.

However, if the new gross rent is less than the Quincy Housing Authority's payment standard, then the Quincy Housing Authority's payment standard shall apply.

(3) Family Unit Size Limitation:

In certain instances the family may reside in a unit which is too large or too small based upon the Quincy Housing Authority's subsidy standards.

The Quincy Housing Authority must issue a preservation voucher for the unit size for which the family qualifies under the QHA subsidy standards.

² Rent Reasonableness for units covered by preservation vouchers is performed in the same manner that the QHA uses for the regular voucher program as described within its Administrative Plan. However, the QHA will also take into consideration any comparability studies furnished to HUD by the owner in relation to the project in question.

If the unit in which the family resides is larger than the unit size on the voucher (and the Housing Authority's payment standard for the unit size on the voucher is less than the gross rent requested for the unit in which the family resides), the family should be transferred to an appropriately sized unit within the project. If there is no appropriate sized unit within the project, then the family must make a good faith effort to find an appropriately sized unit outside of the project. The Quincy Housing Authority determines what is a good faith effort by looking at, (1) a list of units visited by the family, and (2) consideration of its knowledge of the market area. If, at the end of the voucher term, an appropriately sized unit is not located, the Quincy Housing Authority will execute a Housing Assistance Payments (HAP) Contract for the oversized unit (provided the rent is reasonable and the unit meets HQS).

This HAP contract may only be effective after the voucher expires. However, the payment standard will be then approved for the larger sized unit in which the family resides.

The family must move to a smaller unit within one (1) year. If, at the end of the year the family has not relocated, then:

- (a)** The HAP contract terminates;
- (b)** The Quincy Housing Authority will recalculate the tenant's rent using the payment standard of the smaller unit size for which the family is eligible;
- (c)** The family may stay in the oversized unit but will be responsible for the payment of increased rent; or
- (d)** The tenant may relocate via Section 8 tenant based assistance.

When a family relocated to an appropriately sized unit within the project, the payment standard is equal to the greatest of the following:

- (a) The new gross rent for the smaller unit
- (b) the PHA payment standard
- (c) the rent that the family would have been paying on the date of prepayment if they were residing in this newly selected smaller sized unit ("minimum rent").

(B) Movers

(1) Housing Assistance Payments For Families Who Choose to Move

If a family is moving from the unit to relocate to another complex, the HAP is calculated in the same manner ordinarily utilized under the Housing Choice Voucher Program.

(2) Payment Standard Where the Family Moves

The Quincy Housing Authority's payment standard will apply to all family moves from the project where the prepayment/voluntary termination occurred within the QHA's jurisdiction. If the family moves out of QHA's jurisdiction, the payment standard will be the applicable standard in the jurisdiction to which the family relocates.

V. Preservation Minimum Rent Requirements

(A) Minimum Rent

All families assisted with preservation tenant based assistance who choose to stay in the unit and not to relocate or to relocate to an appropriately sized unit within the project have a statutory preservation minimum rent. The calculation for this minimum rent is altered if the family's income substantially decreases (15% or more) from the family's gross income on the date of prepayment.

At a minimum, the family must pay at least the gross rent such family was paying on the date of prepayment or voluntary termination.

- (1)** For unassisted residents, this is the gross rent paid taking into consideration any utility allowance required for utilities not included in

the rental figure.

(2) For assisted families, this is the total tenant payment or family contribution. However, for families receiving tenant based assistance, this provision only applies if the family decides to remain in the unit after prepayment/termination and the family receives “enhanced subsidy” because of this decision.

All families assisted with preservation tenant based assistance who choose to stay in the same unit and not relocate, or to relocate to an appropriately sized unit in the project have a statutory preservation minimum rent.

(B) Adjustment Due to Decrease in Income

If gross family income decreases from gross income on the date of prepayment/termination by 15% or more, the following calculation shall be utilized to calculate minimum rent:

(1) For families previously unassisted, the new preservation minimum rent is the greater of:

(a) the percentage of monthly adjusted income the family paid for gross rent on the effective date of prepayment; or

(b) 30% of the families current monthly adjusted income.

(2) For families who were previously assisted, the preservation minimum rent shall be the greater of:

(a) the percentage of monthly adjusted income that the family Total Tenant payment (TTP) or family contribution represented on the date of prepayment; or

(b) 30% of the family’s current monthly adjusted income.

After this change is made the percentage becomes fixed and that is the percentage which is always used in the future to calculate the rent of the particular family in question.

VI. Applicability of Special Conditions After the First Year of Assistance

(A) Minimum Rent

The preservation minimum rent continues to apply to stayers even after the first year of assistance. The exception is if the family was already assisted by the tenant based certificate/voucher program on the date of prepayment/voluntary termination and did not chose to accept an enhanced subsidy under which the special conditions applied, or if the family relocates.

(B) Special Payment Standards

(1) Stayers

The special payment standard remains in place after the first year. It will not be decreased unless there is a change in family size or composition requiring the Quincy Housing Authority to use a new payment standard for the now appropriate bedroom size or if there is a decrease in the rent to owner. In addition, if the Housing Authority approves a rent increase to the owner after the first year, the Public Housing Authority will use the new approved gross rent for the unit as the new payment standard. This of course is only if this new increased rent is reasonable and exceeds the Quincy Housing Authority's normally applicable payment standards.

(2) Movers

The Quincy Housing Authority will apply the regular payment standard if the family moves from the unit.

VII. Normal Program Requirements

Except for the special conditions outlined in this Administrative Plan and any applicable HUD notices, normal Section 8 Program requirements apply to preservation vouchers. (i.e. income verification , HQS inspections)

VIII. Housing Authority Responsibilities

After notification that the Quincy Housing Authority is the administering agency, the Quincy Housing Authority performs screening as set forth previously. The Quincy Housing Authority retains the right to deny assistance under the grounds set forth in 24 CFR 982.552. However, in accordance with program regulations, the Quincy Housing Authority will offer all families denied assistance under these grounds an informal review. Further, the Quincy Housing Authority must administer the assistance taking into consideration the special conditions of preservation assistance.

IX. Income Targeting Exception

Section 513 of the Quality Housing and Work Responsibility Act established new income targeting requirements for the Section 8 tenant based programs. However, Section 513(d) provided that if approved by the Secretary, a Housing Authority may implement another standard other than that required by the law. HUD has indicated that an income targeting exception will be automatically granted on behalf of each special admission family effective when HUD provides the funding. Thus, the Quincy Housing Authority hereby includes in this Administrative plan a statement that an income targeting exception shall be provided to all “enhanced vouchers” admissions above the extremely low income limit.

X. Family Self Sufficiency Program Minimum Size

The Quality Housing Work Responsibility Act of 1998 amended Section 23 of the United States Housing Act of 1937 which provided that the HA’s Family Self Sufficiency Program size increased upon receipt of incremental Section 8 assistance. Thus, the QHA’s mandatory minimum program size is not increased by receipt of this Section 8 assistance.

Response of Quincy Housing Authority to Comments of GBLS dated 11/13/01

1. Comment: Section Administrative Plan is supposed to set forth QHA mandatory and discretionary policies.
 Response: QHA agrees with this comment and has changed the plan language accordingly.
2. Comment: QHA should include its rent-setting policies in the plan although it is not required to do so.
 Response: QHA declines to include this in the Plan as it is not required.
3. Comment: QHA should state its definitions first instead of in an Appendix.
 Response: QHA prefers the use of the appendix for its definitions. QHA declines to restate definitions that are already defined in the regulations.
4. Comment requests consideration of other local preferences and lists several such preferences.
 Response: QHA declines to establish other local preferences at this time except for those listed in the Plan.
5. Comment states that the federal income targeting requirements do not apply to the DHP voucher program, the AHVP and MRVP programs.
 Response: While the QHA agrees that income targeting does not apply to the DHP program, the QHA is confused with regard to the rest of the comment. The AHVP and MRVP programs are not federal housing programs, they are state housing programs and the federal income targeting requirements do not apply to state housing programs. (The QHA notes that throughout the comments, reference is made to state housing programs. The QHA stated that this Administrative Plan applies to the federal Section 8 housing program and where the plan refers to a merged waiting list, it refers to federal programs only. This Plan does not apply to state-aided housing programs.)
6. Comment states that with a merged list, each program must be administered according to the program's applicable regulations and preferences and priorities, if any.
 Response: The QHA is aware of this requirement and intends to follow it. Again, the QHA notes that the list is "merged" for purposes of federal programs. Applicants for AHVP, MRVP, state public housing or other state-funded housing programs are not selected from the merged list. The QHA's application form will solicit information relevant to the programs to which it applies and notices to applicants will include such information as is required by relevant regulation or this Plan.
7. Comment stated that QHA should clarify the time period for an applicant to respond to a QHA inquiry before removal from the waiting list.
 Response: The QHA agrees with this comment and has revised its plan language accordingly to allow a response time of not less than 10 days after the mailing date of a notice. The required response time will also be set forth on a notice and that a failure to respond within the stated time will result in removal from all waiting lists, if applicable. If a person does not so respond, the plan provides that s/he will receive another notice that his/her name has been removed from all waiting

lists and that s/he has a right to request an informal review of this decision. (The QHA notes that reference to "informal hearing" in the plan was an error which has been corrected.)

8. Comment requested the Plan clarify that a public notice of a waiting list opening will identify the housing program to which it applies. The comment also makes reference to state housing programs and state selection policies (emergency case plan).
Response: The QHA will reword this portion of the plan so that a public notice will identify the program to which it applies. The QHA, however, notes again that its Section 8 Administrative Plan does not apply to state housing programs or state housing selection priorities.
9. Comment was made that the Quincy Housing Authority may want to expand eligibility to certain households with incomes in the 50%-80% (of area median) income range.
Response: The Authority agrees with this comment and has included such language in its Administrative Plan with regard to in-place residents in selected Project-based units; DHP applicants; and current public housing residents whose disability would be accommodated by the issuance of a section 8 voucher.
10. Comments were made with regard to project-basing assistance and technical requirements of same.
Response: The QHA has considered these comments and has made substantial revision to the section in the Admin Plan relating to this issue.
11. Comments were made regarding grounds for denial of assistance.
Response: The QHA has revised the provision to clarify that that when one household member produces eligible citizenship status, the household is not denied assistance.
12. Comment was made that the QHA should clarify that if a person is not to reside in the household his/her record should not be considered for denial of assistance purposes.
Response: The QHA believes that this is already clear in the Admin Plan; a household member is one who, by definition, will reside in the household.
13. Comment was made that denial should be made for applicants who have been evicted for drug-related criminal activity.
Response: The QHA agrees with this comment and has amended the Plan accordingly.
14. Several comments were made stating the QHA could not deny applicants for violations of family obligations under other housing programs or for incidents normally found by an owner screening applicants for suitability as tenants.
Response: The QHA disagrees with this comment. 982.552(e) allows denial of applications in these situations if the Admin Plan provides for same.
15. Comment suggested deletion of age requirement (or substitute) for head of household.
Response: The QHA agrees with this comment and has so deleted.
16. Comment suggested that the QHA should change Plan language to clarify that QHA cannot deny applicants for failure to provide documents QHA is not entitled to.

Response: The QHA agrees with this comment and has changed the Plan accordingly.

17. Comment suggested that the Plan should state a time when a change in family composition must be reported.

Response: The QHA agrees with this comment and has changed the Plan accordingly.

18. Comment suggested deletion of discretionary ground for denial due to evidence that admittance would violate HUD regulations.

Response: The QHA agrees with the deletion and notes that the language is not necessary as the Plan is subordinate to HUD regulations and if an admission of an applicant would violate HUD regulations, the QHA would be compelled to deny the applicant on that ground.

19. Comment suggested that considering a request for reasonable accommodation when considering an application is not discretionary and that the Plan language makes it appear so.

Response: The QHA agrees with this comment and has revised the Plan accordingly.

20. Comment suggested informal review procedures should be more specific.

Response: Although the QHA does not agree with the comment, it has made some changes to its Plan in this regard.

21. Comments suggested that the QHA set forth the procedures for a hearing on denials based on citizenship status or provide a copy of the regulations to affected applicant.

Response: The QHA will provide a copy of the regulation and has amended its Plan accordingly.

22. Comment suggested response time after notice on voucher issuance be increased to 10 days from receipt. There were other comments regarding an informal review after removal from the list for failure to respond within that time period.

Response: The QHA will increase the time to 10 days from date of notice. Other portions of the Plan provide that the applicant is afforded an informal review when his/her name is removed from the waiting list.

23. Comments suggested adding additional grounds for suspension.

Response: The QHA has added hospitalization and serious illness as grounds for suspension.

24. Comment suggested that the QHA add additional reasons where a family will be allowed to move during the first year of a lease term.

Response: The QHA believes that the current Plan language regarding extenuating circumstances already addresses this issue.

25. Comment suggested adding provision for waiver of prohibition of approval of an Owner who is a relative.

Response: The QHA does not agree with adding this provision.

26. Comment suggested limiting the reasons for denial of an Owner to those reasons set forth in the regulations.

Response: The QHA agrees with this comment and has changed the Plan accordingly.

27. Comment suggested documentation of need for more bedrooms should be accepted from other health care professionals.

Response: The QHA has expanded the definition of persons from whom it will accept such information.

28. Comment suggested that permission for foster children and live-in aides should not be unreasonably withheld.

Response: The QHA agrees with this comment and has changed its Plan accordingly.

29. Comment suggests the QHA should attach the payment standards to the Plan.

Response: The QHA disagrees with this comment.

30. Comment suggested that rent reasonableness should require the owner to submit various documentation.

Response: The QHA has added a provision stating that it may request such information from owner.

31. Comment suggested that language should be more restrictive regarding denial of live-in aide or foster child because of a past eviction.

Response: The QHA agrees with this comment and has changed Plan accordingly.

32. Comment suggested that the QHA should allow longer absences from the unit.

Response: The QHA believes it has provided adequately for this issue.

33. Comment suggested clarification of the effective date of rent decreases when family circumstances change.

Response: The QHA has made a clarification in the Plan.

34. Comment suggested amending ground for denial with regard to eligibility regarding non-citizens.

Response: The QHA agrees with this comment and has amended the Plan accordingly.

35. Comment suggested that the QHA did not include all grounds for mandatory termination of assistance under One-strike, including alcohol abuse.

Response: The QHA agrees and has amended its Plan accordingly.

36. Comment suggested that QHA could not terminate assistance for violation of family obligations related to other housing programs.

Response: The QHA has deleted this as a reason for termination of assistance.

37. Comment suggested that QHA should not terminate a family for being evicted from public housing in the past five years unless the issue was misrepresented during the application process.

Response: The QHA agrees with this comment and has amended the Plan accordingly.

38. Comment suggested that provision allowing termination of assistance if admission would violate HUD regulations should be deleted.

Response: QHA agrees with this comment and has deleted same. (See previous comment response regarding this issue.)

39. Other comments which were previously made regarding denial of assistance were repeated regarding termination of assistance.

Response: QHA refers to its previous responses and states that it has made several changes to the Plan in response to these comments.

40. Comments suggested that an informal hearing be given in certain cases not required under federal regulation and that the hearing procedures include things not required by federal regulation; that the time for requesting a hearing run from the date of receipt of notice; that language which was taken from the regulations relating to production of documents be changed; and that regulations should be spelled out in the Administrative Plan instead of making reference to them.

Response: The QHA declines to make the suggested changes.

40. Comment suggested that when HQS is violated that progressive sanctions be spelled out in the Admin Plan.

Response: The QHA believes the current language already allows for extensions and discretionary action based upon the facts of each case.

41. Comment suggested adding special situations to the definition of “continuously assisted”.

Response: The QHA has revised its definition so that it is the same as the HUD regulation.

42. Comments were made regarding the Homeownership Program.

Response: The QHA will revise the program as follows: the employment requirement does not apply to an elderly or disabled family; allowing moves during the first year as a reasonable accommodation; denial or termination of assistance will be processed according to the denial or termination of Section 8 HCV assistance regulations and this Admin Plan.

To: HRCI RAB Members

From: John G. Mather, Executive Director, Quincy Housing Authority

Re: Amendment to the Quincy Housing Authority's Section 8 Assistance Plan Covering Administration of Enhanced Vouchers

The memorandum serves as a response to RAB's comments regarding the Quincy Housing Authority's (hereinafter "QHA") Administrative Plan Covering the Administration of Enhanced Vouchers. Also attached you will find a revised Administrative Plan Amendment covering Administration of Enhanced Vouchers.

1. III (A) Typographical error corrected
2. III (B) (1) The following has been added to clarify that the QHA does not have unlimited screening authority:
"The QHA's screening criteria is limited by federal and state law. In all cases the QHA will comply with the statutory and regulatory requirements as well as any applicable provisions set forth in the Administrative Plan for the Section 8 Program".

The QHA will not incorporate the RAB's requested language re: repayment agreements in the Administrative Plan Amendment covering administration of Enhanced Vouchers at this time. The QHA does have a policy regarding repayment agreements in the Section 8 Administrative Plan which would apply to enhanced voucher applicants. The fact that the family is converting from project based assistance to an enhanced voucher would certainly be a factor that the QHA would consider when determining if a repayment agreement should be offered. However, to place in the Administrative Plan that it would always be offered will not be included at this time.

3. III (B) (1)
The sentence shall be modified as follows:
"However, this shall not serve to limit the Quincy Housing Authority's right to terminate the client's Section 8 Assistance due to drug related or violent criminal activity as defined by HUD regulations for the tenant based Section 8 program after such time as the CORI is received and reviewed by the Quincy Housing Authority".

Further, the following was inserted at the end of the paragraph:

"Any applicant who is denied assistance or participant where assistance is to be terminated shall be entitled to the grievance rights set forth in the QHAs Section 8 Administrative Plan.

4. III (B) (2)
We will add the language regarding inspection under B (2) Normal Program requirements, specifically at the end of said paragraph the following language will be added:

"The QHA will inspect and approve units to the conversion action and no later than the "target date" whenever feasible".

5. III (B) (5)

You requested clarification of the meaning of this paragraph. Specifically, it states that if a preservation voucher turns over (the resident no longer requires use i.e. moves to another State and is absorbed by another Housing Authority, dies, or otherwise leaves the program) the voucher program becomes a generic Housing Choice Voucher and is issued to the next eligible family on the QHA Section 8 waiting list.

6. III (C)

This paragraph will be revised as follows :

“Subject to and additional to HUD requirements, both unassisted and assisted residents are eligible for enhanced voucher assistance made available for residents in developments where prepayments/voluntary terminations occur.”

7. III (D) and 8. III (D) (1)

Families are advised that they may remain in their current unit with generic Section 8 assistance.

The following language will be inserted at 8 (D) (2) to clarify this matter:

“Residents assisted under the regular certificate or vouchers programs may choose not to accept the enhanced subsidy, in which case all regular rules remain in effect, regardless of whether the family chooses to remain at the property. The enhanced voucher minimum rent provisions only apply if the family chooses to receive the enhanced voucher subsidy”.

Further, certain suggested revisions were made to III (D) (1) addressing the eligibility for conversion to an enhanced voucher.

9. IV

The downward adjustment of tenant share in cases of hardship is set forth in V (B), Adjustment Due to Decrease in Income. In this section the Housing Authority indicated that rent is reduced as required by HUD. The QHA will utilize the same procedures as those in place for Section 8 voucher holders for the time period for said adjustments as the Enhanced Voucher Administrative Plan Amendment states that, "Except for the Special conditions outlined in this Administrative Plan and any applicable HUD Notices, the normal requirements apply". The QHA does not plan set up an additional administrative policy exclusive to Enhanced Vouchers beyond what is set forth in the Administrative Plan Amendment which covers issues specific to Enhanced Vouchers.

10. IV (A) (3)

The QHA acknowledges your concern with regard to the voucher term. However, the QHA must use the same voucher term offered to all participants. The QHA has attempted to remedy this situation by issuing vouchers at the earliest possible time it could do so. Further, while the QHA is not a direct party to these negotiations, it is our understanding that owners may work with the individual families until such time as the voucher expires and the new lease becomes effective:

The following has been added at the end of Section IV (A) (3) to make clear the fact that the payment standard is that of the unit to which the family relocates.

“When a family relocates to an appropriately sized unit within the project, the payment standard is equal to the greatest of the following:

- (a) the new gross rent for the smaller unit
- (b) the PHA payment standard
- (c) the rent that the family would have been paying on the date of prepayment if they were residing in this newly selected smaller sized unit (“minimum rent”)

In order to ensure that the minimum rent reduction available in certain instances also applies here the following is clarified in Section V (A):

“All families assisted with preservation tenant based assistance who choose to stay in the same unit and not relocate, *or to relocate to an appropriately sized unit with in the project* have a statutory preservation minimum rent”. (emphasis added)

11 IV (B) (2)

The change requested regarding payment standards outside of QHA’s jurisdiction has been inserted at Section IV (B) (2)

12.

The additions suggested in V (B) (1) (a) and (2) (a)and (b) have been inserted.

13.

While the QHA appreciated your suggestion, we have chosen to have a separate section to address special conditions after the first year of assistance.

14

Again, the informal review procedures are set forth in the Administrative Plan for the Section 8 program. The QHA will not establish a second set of administrative procedures for Enhanced Vouchers beyond what is set forth in the existing Administrative Plan Amendment.

15

The QHA was not addressing income targeting requirements in paragraph X. In the past certain funding allocations increased the size of the QHA’s Family Self Sufficiency Program. Enhanced Voucher assistance does not, and this paragraph was inserted to address this issue. The QHA did address the income targeting exception at paragraph X.

Thank you for your comments. A copy of the revised Administrative Plan Amendment, which the Quincy Housing Authority plans to adopt after necessary procedures are completed, is attached.